Instructor Resources
Syllabus Checklist

1 Overview

☑ Use the checklist below when creating and/or editing your course syllabus. The list includes both syllabus requirements from the UK Administrative Regulations and some items for your consideration based on best practices in teaching and learning.

2 Course Information

- Full and Accurate Course Title *(Must correspond to the title in the official University Catalogs.)*
- Course Code *(Includes course prefix, number, and section number.)*
- Course Description *(Matches description in the official University Catalogs.)*
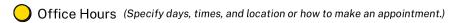
3 Instructor Information

- Instructor Name
- Office Location
- Office Phone Number *(including area code)*
- Campus Email Address

Prefer a digital copy?

4 Office Hours & Communication

- Office Hours *(Specify days, times, and location or how to make an appointment.)*

OR

- Virtual Office Hours *(For distance-learning courses, including preferred communication methods and response times.)*

5 Required Materials

- Required Materials *(Textbooks, required readings/films.)*
- Associated Expenses *(Costs of field trips, proctoring fees, polling software, etc.)*
- Skill/Technology Requirements *(Specific technical/digital literacy skills or software required.)*

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6 Grading and Assessment

- Student Learning Outcomes
- Activities and Exams *(Descriptive list of activities, including enough description for course requirements understanding.)*
- Grading Scheme *(Factors used in determining grades, such as absences, required interactions, or late assignments.)*
- Grading Scale *(Specific to undergraduate or graduate levels.)*
- Midterm Grades *(If undergraduates are enrolled in the course.)*
- Submission of Late Assignments *(Policies on late submissions, penalties, and excused absences.)*
- Return of Assignment Policy *(If applicable.)*
- Mechanics of Submission *(Required methods for submitting assignments (e.g., via email, specific software, Canvas, etc.)*

7 Special Course Requirements

- Expectations for 400G- and 500- level courses
  (Differentiation between graduate and undergraduate expectations.)
- Course Activities Outside Regular Schedule
  (Includes field trips, special events, and required synchronous meetings for distance-learning courses.)

For the official checklist from the Office of the Provost:

8 Policies

- Attendance Policy *(Description required if attendance impacts grading.)*
- Documentation for Excused Absences *(e.g., a letter from an institution, medical provider, etc.)*
- Policy for Absences Due to Major Religious Holidays *(If applicable.)*
- Academic Policy Statements *(Insert full narrative or include URL/hyperlink to the webpage.)*
- Rules Regarding Academic Offenses *(Include full language on plagiarism, cheating, and falsification or provide a URL/hyperlink to applicable information.)*

Optional Items for Your Consideration:

- List of Available Resources for Students
- Classroom/Community Guidelines
- Classroom Recording Policy
- Classroom Behavior Policies

Have more questions?
Contact us at celt.uky.edu to set up a consult.