Course Syllabus Checklist

State compliance for Transfer and Articulation requires the following information to be included on the master and working syllabi:

Alpha Subject code with Course Number

Approved Course title [30 characters]

Time slot/Days of the week course/section is offered

Instructor contact information

Instructor office hours

Catalog Course Descriptions [75 words]

Course textbook(s) and readings with complete bibliographic information for each monographic title and complete citation including URL, if applicable, for all course readings

URL for course website, if applicable

Course grading system [as approved by Faculty Senate Curriculum Approval Process]

Course Goals within Program of Study

Student Learning Outcomes - clearly stated and measurable

Alignment of Student Learning Outcomes as follows:

Ohio Transfer Module* with UT General Education

Transfer Assurance Guidelines (TAG)* with major field of study, if applicable

Career Technical Assurance Guidelines by career pathway, if applicable

Advanced Placement by subject area

Assessment of each Student Learning Outcome documented by specific assignments, tests, quizzes, papers, etc.

Schedule of topics associated with course texts and/or course readings, assignments, etc. outlined across semester

Academic policies in accord with University and federal guidelines

*There are courses which are approved for both the Ohio Transfer Module (OTM) and a specific Transfer Assurance Guidelines (TAG)

Update: January 2013