



COLLEGE OF EDUCATION

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Syllabus Checklist  
Semester: **Fall 2013**

Faculty: \_\_\_\_\_ Course: \_\_\_\_\_

**Syllabus Checklist:**

- \_\_\_ Syllabus includes right semester
- \_\_\_ Syllabus includes contact information and office hours
- \_\_\_ Syllabus includes HSSU Student Learning Hallmarks
- \_\_\_ Syllabus includes College of Education Hallmarks
- \_\_\_ Syllabus contains unit Conceptual Framework and Assessment System
- \_\_\_ Syllabus contains all pertinent information (i.e. course description, rationale, assignments, academic honesty, differentiated instruction, disability info, alignment with hallmarks, conceptual framework and Common Core State Standards, Praxis II information, etc.)
- \_\_\_ Syllabus contains point breakdown, percentages, and letter grade correspondence
- \_\_\_ Syllabus contains calendar with dates, readings, assignments, and due dates
- \_\_\_ Syllabus contains copies of scoring rubrics for major assignments
- \_\_\_ Syllabus contains reading day and final exam information (**must be the same as posted in the University course schedule**)
- \_\_\_ Syllabus contains the required syllabi document for CURRENT semester
- \_\_\_ Syllabus contains updated bibliography information with at least 5 references from 2010-2013.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Declined: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: