

Checklist for Independent Study Syllabi

- Instructor's name and contact information (i.e., office location, telephone number, email address, office hours)
- Course name, number, and term of the current course (e.g., Fall 2022)
- Class meeting location (e.g., Monroe Hall, Office 411) and meeting time (e.g., Every Monday, from 11:30 am – 12:20 pm)
- Brief course overview
- Required reading materials and texts
- A statement concerning each of the following elements:
 - Expected student learning course outcomes (typically 3-5)
 - Types of assignments on which the student's grade will be based (e.g., a literature review of no-less-than 5,000 words or data collection and analysis etc.)
 - Dates on which the assignments will be due
 - Basis or criteria for assigning the course grade (each assignment should count for a certain percentage of the course grade)
 - Grading scale (typically an A = 94-100%, A- = 90-93%, etc.)
 - The role, if any, that the course will play in the student's major (e.g., capstone, senior thesis, etc.)
- (Optional) Any special information that the student will need to know about the nature of the course that is not included above
- Provide to the student a copy of Syllabus Part II to cover general university policies (find the most up-to-date version on [this page](#))