Checklist: Top 10 Syllabus Errors to Avoid

Please check that your syllabus contains the following items:

1. Basic course information on syllabus should match Curriculog proposal: Course ID, units, title, preparation needed by students (prerequisites, recommended preparation, etc.).
2. Course objectives should relate to department and/or program objectives.
3. Grading should add to 100%, or total points possible, and the value of each graded component should be clearly indicated.
4. Participation and Attendance:
   - Participation should generally not exceed 15% of the total grade for the course. If participation does exceed 15%, the syllabus should clearly indicate what is expected to earn the full credit.
   - No portion of the grade should be awarded for class attendance.
5. Contact hours consistent with policy: each unit should reflect 15 50-minute hours of faculty-student interaction and at least two hours of out-of-class work per week; if a 4-unit class meets for the exception of 3 hours, extra work should be assigned.
6. Weekly schedule of topics, assignments, and exams, totaling 15 weeks of instruction (or equivalent, for courses taught in a shorter time period).*
7. Enough information about assignment components so students and UCOC reviewers can tell how work should be completed and assessed.
8. a. Undergraduate Courses
   - Due by week 8, adequate graded work on which midterm standing can be based
b. Undergraduate and Graduate courses:
   - Graded work due or summative experience (exam, paper, project, etc.) on the University-scheduled date of the final exam for all 001 standard session fall or spring courses.
9. Most recent statement on Academic Conduct and Support Systems as found in the CCO Syllabus Template on the Resources page of the Curriculum website.
10. Any statements about incompletes and grading should be consistent with the Grades Handbook on the Grading and Correction of Grades page of the Grades website.

*If a scheduled meeting time falls on a university holiday, the syllabus should address how instruction will be made up—for example, an extra class meeting, additional reading or projects, online activities, etc. (This is especially important for Monday-only classes in the spring.)

Approved by UCOC 1/11/2011, revised August 2018