

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%, justification is required and the syllabus must clearly indicate what is expected to earn the full credit.
 - No portion of the grade should be awarded for class attendance alone, though non-attendance can be the basis for lowering the grade, when clearly stated on the syllabus
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 for a standard session course; if a 4-unit course meets for the exception of 3 hours, justification must be provided.
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 basedb. 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 [CET Syllabus Template](#) that's maintained by the USC Center for Excellence in Teaching.
10. Any statements about incompletes and grading should be consistent with the policies found on the [Grading and Correction of Grades](#) page.

*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.)