



## Faculty Checklist for Simple Syllabus: Required Items

The following component areas are **editable** and **required**:

Component Area	Details
<input type="checkbox"/> Instructor Information	Some items are pre-populated (and can be edited): Name * Office Hours (not pre-populated)* Office Location (add if not pre-populated)* Email Address * (use of UHCL email is required) Phone Number Campus Map (link provided)
<input type="checkbox"/> Communication Policy	This outlines the appropriate way(s) in which students will communicate with faculty for the course and the expectation for faculty response.
<input type="checkbox"/> Required Instructional Materials	Integrated with Follett, will not have content if Follett does not have materials.
<input type="checkbox"/> Learning Outcomes	Outcomes need to be entered one at a time (use "+ objective") Additional Information (optional, if needed)
<input type="checkbox"/> Grading Policy and Course Evaluation	Faculty are responsible for providing this information
<input type="checkbox"/> Course Topics & Assignments	Faculty are responsible for providing this information
<input type="checkbox"/> Attendance Policy	Faculty are responsible for providing this information
<input type="checkbox"/> Policy on Late & Make Up Work	Faculty are responsible for providing this information

*\* All component areas that have been edited will require approval*