



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*