



# Syllabus Checklist

USE THE FOLLOWING CHECKLIST TO HELP ENSURE THAT YOU HAVE PLACED ALL THE NECESSARY INFORMATION INTO YOUR SYLLABUS. . .

- TITLE PAGE**  
Provided by the Office of Medical Education (course name and number)
- ACADEMIC HONESTY POLICY - CUSOM**  
Provided by the Office of Medical Education (inside title page)
- TABLE OF CONTENTS**  
Optional, but location, location, location
- COURSE INTRODUCTION**  
Provide an overall view of the course. How is the course organized? List the number of credit hours. What are the time expectations outside of class?
- COURSE OBJECTIVES OR EXPECTED OUTCOMES**  
Many students rely heavily on this section  
"The student after completing this course should be able to . . ."
- CONTACT INFORMATION**  
List the office hours (if any), office location, telephone number, e-mail address of course director, and course faculty.  
Include the web site URL if it is different from the standard link on the curriculum pages.
- TEXTBOOKS AND MATERIALS - RESOURCES**  
Include the name of textbooks (both required and optional), author, edition, year of publication and ISBN#. If possible it is a plus to include a photo of the textbook(s). What other materials, such as laboratory equipment and software, will be necessary? Can these be purchased at the CU Bookstore?

**EXAMINATIONS AND ASSIGNMENTS**

Medical students, like all others, are anxious to learn about exams and assignments. What method(s) will be used to test? When will the tests occur and what will be covered (for example, lectures between which dates) on each exam? Will there be review sessions?

**TIMELINE - SCHEDULE**

Where and when will the course meet? Provide a linear and/or block schedule

**GRADING AND EVALUATION POLICIES**

Use detail to explain the grading policy. What is the grading scale? What do the grade designations SH, SA, UN and I mean?

How much of the grade will rely on quizzes? Written reports? Computer exercises?

How will Small Groups be graded? Include the small group evaluation form?

What happens if a student misses an exercise? What is the make-up policy?

**HELP! HELP! AND MORE HELP!**

Where can a student find help? Are there online sites that can be accessed for assistance? Provide a list of online web sites that may be useful.

Tips for studying; ways to get the most from this course

Self-assessment exercises/practice quizzes

**LECTURE HANDOUTS AND OBJECTIVES**

Each lecture should have a handout that contains a list of objectives

