

**NORTH DAKOTA STATE COLLEGE OF SCIENCE**  
**Wahpeton, ND 58076**

## - Syllabus Checklist -

The following lists are based on the work completed by the NDSCS Curriculum Design Taskforce, a subcommittee formed by the Curriculum Committee and the Faculty Senate.

### **Requirements**

These items must be addressed on each course syllabi:

- Course number
- Course title
- Credit hours
- Instructor's name
- Instructor's phone number
- Instructor's e-mail address
- Office location
- Office hours
- Course description consistent with the NDSCS Catalog including prerequisites
- Required and recommended textbooks, reference materials and/or software
- Learning outcomes
- Grading and evaluation policy
- How this course ties to the program's assessment outcomes.
- Statement on disability services
- Statement on academic integrity
- Date of last revision

### **Enhancements**

Your students may benefit from any of the following:

- Course calendar or schedule
- Course goals
- Classroom or online conduct
- Attendance policy
- Make-up policy
- Statement on penalties for late work
- Student contributions
- Information about study groups
- Dress codes
- Faculty credentials
- Tie to general education assessment outcomes