General Education Syllabus Checklist

See examples at: UF Syllabus Policy

UF Syllabus: Required Items

1. Course title, instructor's contact information including office location, telephone number, and email address; TA contact information if applicable
2. Office hours for the instructor (and TA if applicable) during which students may meet with the instructor(s)
3. Course objectives and/or goals
4. A weekly course schedule of topics and assignments
5. Methods by which students will be evaluated and their grade determined
6. A statement related to class attendance, make-up exams and other work such as: "Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx . "
7. A statement related to accommodations for students with disabilities such as: "Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/ . It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.
8. A list of all required and recommended textbooks
9. Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the web page: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/ .
10. A statement informing students of the online course evaluation process such as: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/ Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/ Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/ .
11. Materials and Supplies Fees, if any.

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General Education Syllabus: Required Items

1. a link to verbatim statement of the General Education Objectives for the relevant subject area(s);
2. a course description that clearly addresses not only course-specific issues and goals, but also the General-Education area objectives;
3. a description, list or table of course-specific Student Learning Outcomes (SLOs) outlining the general knowledge (content) and skills (critical thinking & communication) students can expect to acquire through successful completion of the course, and the assignments through which the SLOs will be assessed;
4. the statement "A minimum grade of C is required for general education credit."
5. a weekly course schedule that includes sufficient detail for the General Education Committee to determine the appropriateness of the requested general education classification(s). This should include topics or themes, a brief summary of the content, assigned materials, other assignments, due dates, assessments.

Writing Requirement Syllabus: Required Items

- Every syllabus for a course meeting the writing requirement must fully conform to the UF syllabus policy and *also* include the following exact statements:
  o "The Writing Requirement (WR) ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning."
  o "Course grades have two components. To receive writing requirement credit, a student must receive a grade of C or higher and a satisfactory completion of the writing component of the course."
- The syllabus must also include the following:
  o a statement or statements indicating that the instructor will evaluate and provide feedback on all of the student's written assignments with respect to grammar, punctuation, clarity, coherence, and organization;
  o assignment word counts and submission deadlines;
  o a writing assessment rubric (sample rubric) or detailed explanation of the evaluation criteria for written documents;
  o information on, or a link to, the university's Writing Studio (www.writing.ufl.edu);
  o a required or recommended writing or style manual.
- Additionally, the syllabus must clearly show that the course meets the writing requirement to:
  o evaluate [2,000/4,000/6,000] written words in assignments during the semester (This must be done through GEC approved assignments. Full list and explanation here: Criteria for Graded Assignments)
  o provide all feedback on assignments by the end of the course.
- Inclusion of the following syllabus item is strongly encouraged:
  o recommended website(s) for writing support.