

## Checklist: Top 10 Syllabus Errors to Avoid

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Please check that your syllabus contains the following items:

1. Basic course information on syllabus should match Curriculog proposal: Course ID, units, title, preparation needed by students (prerequisites, recommended preparation, etc.).
2. Course objectives should relate to department and/or program objectives.
3. Grading should add to 100%, or total points possible, and the value of each graded component should be clearly indicated.
4. Participation and Attendance:
  - Participation should generally not exceed 15% of the total grade for the course. If participation does exceed 15%, the syllabus should clearly indicate what is expected to earn the full credit.
  - No portion of the grade should be awarded for class attendance.
5. Contact hours consistent with policy: each unit should reflect 15 50-minute hours of faculty-student interaction and at least two hours of out-of-class work per week; if a 4-unit class meets for the exception of 3 hours, extra work should be assigned.
6. Weekly schedule of topics, assignments, and exams, totaling 15 weeks of instruction (or equivalent, for courses taught in a shorter time period).\*
7. Enough information about assignment components so students and UCOC reviewers can tell how work should be completed and assessed.
8. a. Undergraduate Courses
  - Due by week 8, adequate graded work on which midterm standing can be basedb. Undergraduate **and Graduate** courses:
  - Graded work due or summative experience (exam, paper, project, etc.) on the University-scheduled date of the final exam for all 001 standard session fall or spring courses.
9. Most recent statement on Academic Conduct and Support Systems as found in the CCO *Syllabus Template* on the [Resources](#) page of the Curriculum website.
10. Any statements about incompletes and grading should be consistent with the *Grades Handbook* on the [Grading and Correction of Grades](#) page of the Grades website.

\*If a scheduled meeting time falls on a university holiday, the syllabus should address how instruction will be made up—for example, an extra class meeting, additional reading or projects, online activities, etc. (This is especially important for Monday-only classes in the spring.)