Writers' Program Syllabi Checklist

The below is a quick reference guide to double-check your syllabus meets the current guidelines. *Items in italics are optional.* All other items are required. Please see the attached syllabus template for example language on each component.

- ☐ Meeting Times - **Remember to update the times and dates each quarter!**
- ☐ Contact Information
    - ☐ Instructor name, contact info, and optionally office hours
    - ☐ Writer's Program contact info
- ☐ Description - **do not edit**
- ☐ Objectives
- ☐ Outcomes
- ☐ Materials - *if requiring texts, enter the books. If not, say there are no required materials.*
- ☐ Evaluation - **required for all courses except 1-day workshops**
    - ☐ General grading criteria, expectations, and philosophy
    - ☐ Percentage or point breakdown for every effort contributing to the final grade
    - ☐ Percentage or point totals for each final letter grade
- ☐ Course Policies:
    - ☐ Inclusive Teaching Statement
    - ☐ Workshop guidelines
    - ☐ *Late work policy – optional but **strongly** recommended*
    - ☐ *Attendance and Participation – optional but **strongly** recommended*
    - ☐ *Course Content Guidelines – optional*
    - ☐ *Online course guidelines such as online etiquette, when the online week begins / ends, access to modules, instructor availability and check ins, etc*
    - ☐ *Optional: any course specific policies you'd like to include (i.e. formatting guidelines, etc)*
    - ☐ Required Program Policies – use this language verbatim from the template:
        - ☐ The Writers' Workshop
        - ☐ Scope of Work for Instructors
        - ☐ Underage Students
- ☐ Institutional Policies - **do not edit**
- ☐ Schedule
    - ☐ A breakdown of weekly themes or topics, readings, assignments, and notes. **Remember to update the dates each quarter!**