

# Recommended Syllabus Checklist (In-Person)

## 1. Instructor & Course Information

- ✓ Name, email address, office location, and office hours
- ✓ Course meeting days, times and classroom location
- ✓ How would you like students to contact you outside of class hours?
- ✓ The course name and section number
- ✓ The course modality (even though it's in person, we are encouraging people to include this on all syllabi to help students identify the modality of their courses)
- ✓ The most current course description
- ✓ The Pathways SLOs (when applicable, see [here](#))

## 2. Course Materials & Assignments

- ✓ Required texts
- ✓ Other required materials and equipment
- ✓ Descriptions of major assignments
- ✓ Submission guidelines for work
- ✓ A weekly calendar with readings, assignments, and class topics

## 3. Policies & Expectations

- ✓ Clear grading policy
- ✓ Clear attendance policy (refer to your department's newly updated attendance policy [here](#).)
- ✓ Policy on late or missed work
- ✓ Policy on Academic Integrity including generative AI
- ✓ Additional expectations (e.g. cell phones away, note-taking guidelines, late arrivals, etc.)
- ✓ Emergency Distance Learning Policy
- ✓ Class Decorum

#### 4. Student Support & Resources

- ✓ A link to resources on campus such as the [Writing Center](#) and the [Office of Accessibility](#)
- ✓ A statement about Mental Health & Wellness
- ✓ A weekly calendar with readings, assignments, and class topics
- ✓ A link or reference to [LaGuardia's declaration of pluralism](#)