

Recommended Syllabus Checklist (Online / Hybrid)

1. Instructor & Course Information

- ✓ Name, email address, office location, and office hours
- ✓ Course meeting days, times and location (for online-sync and hybrid sections)
- ✓ How would you like students to contact you outside of class hours?
- ✓ The course name and section number
- ✓ The course modality
- ✓ A definition of the modality (<https://www.laguardia.edu/online/>)
- ✓ The most current course description
- ✓ The Pathways SLOs (if applicable, see [here](#))

2. Course Structure & Materials

- ✓ Where are asynchronous materials found?
- ✓ If there are synchronous meetings, where will they occur and when?
- ✓ What is the pattern students should expect (e.g. will you be posting new modules on Monday? Is work always due on Sunday?)
- ✓ If your class is a hybrid, what are the in-person days and times?
- ✓ Required texts
- ✓ Other required materials and equipment
- ✓ A weekly calendar with readings, assignments, and class topics

3. Assignments, Policies & Expectations

- ✓ Descriptions of major assignments
- ✓ Submission guidelines for work
- ✓ Clear grading policy
- ✓ Clear attendance policy (refer to your department's updated attendance policy [here](#).)
- ✓ Policy on late or missed work
- ✓ Policy on Academic Integrity including generative AI

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](#)