Please highlight all required items on the syllabus you send to me (to be removed before distributing to students/submitting final version to me)

**START-OF-SEMESTER CHECKLIST FALL 2019**

*Classes begin Tuesday, August 20th*

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<tr>
<td>□</td>
<td>Activate OAKS courses (required for FREN 101-202 / no other online platforms)</td>
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<td>Check at Bookstore that your materials are available to students</td>
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<td>□</td>
<td>Check for door codes to Smart Classrooms</td>
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Be sure each of your syllabi have the following **REQUIRED** information:

**(PLEASE NOTE: ALL SYLLABI will be in English – even 400-level classes)**

- Course title, course number, and section number
- Catalog Course Description AND Course prerequisites or co-requisites
- Course meeting time and place
- Faculty name and contact information (office phone, email)
- Administration date for Gen Ed evaluation (where applicable)
- Semester or academic term
- Office location, office hours (at least 1 hour/week per course taught)
- Attendance policy (inform students of how to obtain an excuse for absence from the Office of the Associate Dean of Students if you take them into account)
- Grading policy including grading scale
- Gen Ed statement (if Gen Ed course)
- Instructional objectives and student learning outcomes
- List of required (and optional) textbooks and materials
- Honor Code statement (Academic Integrity Statements)
- Statement of Accommodation for Students with Disabilities
- Statement: “no unauthorized use of personal technological devices” plus behavioral expectations
- Course schedule
- Date and time of the final exam (only at time/day as scheduled by the Registrar’s Office)
- Examination and assignment due dates
- Course withdrawal deadline (Friday, October 25 for full semester courses)
- Language of the course (e.g. for administrative purposes this course syllabus is in English but the course will be conducted in French/Italian)
<table>
<thead>
<tr>
<th><strong>OPTIONAL INFORMATION</strong></th>
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<tr>
<td>Statement that the syllabus is subject to change in the event of special circumstances</td>
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<tr>
<td>Administration date for in-class course instructor evaluations (strongly recommended)</td>
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<td>Statement of religious accommodation for students</td>
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<td>Statement of any other policies or requirements for the course</td>
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</table>

**15 August 2019:** Submit electronic copies of your syllabi to me (in WORD format) for review. Please name the files in the following manner as per Academic Affairs. Examples: FREN-101-Margaret-Keneman or ITAL-390-Maher-Michael

**19 August 2019:** Once approved by me, please send your finalized syllabi (in PDF format please) to Virginia, naming the files in the following manner as per Academic Affairs. Examples: FREN-101-Margaret-Keneman or ITAL-390-Maher-Michael

**20 August 2019:** Post your teaching schedule and office hours on your office door. You may use the department template or a schedule of your own design.