

Department of French, Francophone, and Italian Studies

(official department name – please use on all syllabi)

START-OF-SEMESTER CHECKLIST FALL 2017

<input type="checkbox"/>	Activate OAKS courses (required for FREN 101-202 / no other online platforms)
<input type="checkbox"/>	Check at Bookstore that your materials are available to students
<input type="checkbox"/>	Check for door codes to Smart Classrooms
	Be sure each of your syllabi have the following REQUIRED information: (PLEASE NOTE: ALL SYLLABI will be in English – even 400-level classes)
<input type="radio"/>	Course title, course number, and section number
<input type="radio"/>	Course prerequisites or co-requisites
<input type="radio"/>	Course meeting time and place
<input type="radio"/>	Faculty name and contact information (office phone, email)
<input type="radio"/>	Administration date for Gen Ed evaluation (where applicable)
<input type="radio"/>	Semester or academic term
<input type="radio"/>	Office location, office hours (at least 1 hour/week per course taught)
<input type="radio"/>	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)
<input type="radio"/>	Grading policy including grading scale
<input type="radio"/>	Gen Ed statement (if Gen Ed course)
<input type="radio"/>	Instructional objectives and student learning outcomes
<input type="radio"/>	List of required (and optional) textbooks and materials
<input type="radio"/>	Honor Code statement (Academic Integrity Statements)
<input type="radio"/>	Statement of Accommodation for Students with Disabilities
<input type="radio"/>	Statement: “no unauthorized use of personal technological devices” plus behavioral expectations
<input type="radio"/>	Course schedule
<input type="radio"/>	Date and time of the final exam (only at time/day as scheduled by the Registrar’s Office)
<input type="radio"/>	Examination and assignment due dates / final examination date and time
<input type="radio"/>	Course withdrawal deadline (Thursday, October 26th, 2017 for full semester courses)
<input type="radio"/>	Language of the course (e.g. for administrative purposes this course syllabus is in English but the course will be conducted in French/Italian)

	<i>OPTIONAL INFORMATION</i>
	Statement that the syllabus is subject to change in the event of special circumstances
	Administration date for course evaluations (strongly recommended)
	Statement of religious accommodation for students
	Statement of any other policies or requirements for the course
	16 August 2017: 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-Kaufmann-Katharine or ITAL-390-Maher-Michael
	18 August 2017: Once approved, please send your finalized syllabi (in PDF format please) to Sabine. Please name the files in the following manner as per Academic Affairs. Examples: FREN-101-Kaufmann-Katharine or ITAL-390-Maher-Michael
	22 August 2017: Sabine will post your teaching schedule and office hours on your office door using the department template.