# Syllabus Template Checklist

Please use this checklist to guide completion of the Syllabus Template for undergraduate and graduate\* courses

## PREPARING THE SYLLABUS TEMPLATE / Department

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| Insert Department, Course Name, Course Number, Section, Units, Instructional Method, Building & Rm number or Zoom link for first day if remote/online, Start and End Times, Days, and Term, and Instructor and Department information  Insert the Course Description from [Inside.artcenter.edu](https://www.artcenter.edu/inside2/WebAdvisor?&TOKENIDX=12345&SS=1&APP=ST&CONSTITUENCY=WBST)  Insert the Program Learning Outcomes set by the department (for the Graduate and MDes templates only)  Title syllabus and send to faculty member to complete. Title file with department code, course code, instructor’s last name, and term of instruction. For example: GRFX\_100\_01\_Kim\_22FA  Course Learning Outcomes (CLOs) for existing courses should be inserted into the Course Learning Outcome box, faculty should work with the department chair, director, faculty assessment liaison, etc. to update or create CLOs for new courses |

## COMPLETING THE SYLLABUS TEMPLATE / Faculty Member

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| Faculty member reviews and if needed inserts Zoom link into Course Location, updates Instructor information  Insert the Course Learning Outcomes (CLOs) in the Course Learning Outcome Box if they are not already there  Write a course introduction (including any expectations for the first day) and section description (undergraduate only)  Major projects, assignments, central topics or themes are listed in the Anticipated Schedule box  Add explanation of grading including Grade Percentages (sum to 100%) in the section on Grading  Alignment Chart is completed with Major Assignments or Projects aligned to the CLOs (undergraduate only)  Cost Information and Instruction/Homework is completed  The Weekly Plan Template is completed with regularly scheduled assignments and due dates  Document is prepared for distribution to students, uploaded to ArtCenter Canvas course site and course site made visible by Friday of Break Week 3, and provided to students as a hard copy or digital copy during the first class period  Completed syllabus is submitted to the Department via email by or before Week 1 |

## RECEIVING & STORING / Department

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| Completed syllabus is received and checked for completion by the Department by Week 4  Syllabi for the term have been collected, reviewed and uploaded to digital management system (DMS) managed by the Center for Educational Effectiveness |
| QUESTIONS? Sam Holtzman, Director, Office of Faculty Development [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu) | ext. 2479  Leslie Johnson, Executive Director, Academic Affairs [leslie.johnson@artcenter.edu](mailto:leslie.johnson@artcenter.edu) | ext. 4238 |

