Center for Innovative Teaching & Learning

# Syllabus Checklist*

*This checklist is for the digital syllabus (ArtCenter Syllabus) which will be used campus-wide in Fall 2025.

## COMPLETING THE SYLLABUS

- ☐ ArtCenter Syllabus is pre-loaded with basic course information: Department, Course Name, Number, and Section, Course Description, Instructional Method, Building, Room number, Start and End Times, Days, and Term.
- ☐ Instructor Names are pre-loaded but faculty must add Availability and a Zoom link.
- ☐ Course Learning Outcomes (CLOs) for existing courses should be inserted into the Course Learning Outcome box; *work with the department chair, director, faculty assessment liaison, etc. to update or create CLOs for new courses.*
- ☐ Write a Section Description – the instructor's explanation of how they teach the course.
- ☐ The Course Introduction can be used to describe expectations for the first day and the term.
- ☐ Major projects, assignments, central topics or themes are listed in the Anticipated Schedule.
- ☐ Add an 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).
- ☐ Cost Information – estimated costs for required materials for your course in the appropriate section. This is essential to help students with fiscal and financial planning.
- ☐ Co-Curricular Activities – check appropriate boxes to be contacted with further information from the offices noted.
- ☐ The Weekly Plan Template should be completed with regularly scheduled assignments and due dates

Contact the Center for Innovative Teaching and Learning CITL@artcenter.edu

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