

# Syllabus Checklist

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As you work through the checklist and finalize your syllabus, you should build your syllabus sections in the CoursePlus Syllabus Tool.

## Lay the Foundation

- Information is current for the offering, including course expectations, course description, intended audience, learning objectives, methods of assessments, and methods of assessment details.
- The CoursePlus syllabus is the only syllabus available to learners.
- Provides current contact information for faculty team and teaching assistants.
- Provides appropriate guidelines for successful participation regarding technical requirements for any technologies beyond CoursePlus.
- Course materials and information on how to purchase or access them provided.
- Key course policies are described.

## Set the Tone

- Tone is respectful and welcoming.
- Flexibility, communication strategies, and help is clearly explained.
- Be transparent about grading.

## Provide Structure

- Course activities, assignments, assessments and deadlines are clearly conveyed.
- Course deadlines align with the Academic Calendar.
- Overall course sequence and pacing is logical, consistent, and easy to follow.

If you want guidance editing your syllabus, refer to the [CoursePlus Faculty Help Guide](#). For further questions regarding the syllabus or course design, we invite you to set up a consultation with an instructional designer by emailing CTLHelp@jhu.edu or reaching out directly to the [instructional design team](#).