

Syllabus Checklist

Prior to new course submission, the requester should ensure that the syllabus contains the following criteria: (Example of Accepted Syllabus- [World language](#))

- ☐ Course Title
 - Is it ESL, SEI, EI?
 - Department & Governance
- ☐ Course Description
 - Summary
 - Grade Level
 - Course Length/Hours/Credit
 - PreRequisites (Include Level of Course)
 - The State Subject Area Code
 - Need to create guidelines for clarification
 - [School Courses for the Exchange of Data \(SCED\)](#)
- ☐ Scope & Sequence of topics
 - Assessments
 - Learning Objectives
 - Alignment/List of MA Standards
 - If applicable, labs & hands-on activities (If counting towards Lab science)
- ☐ Credits (0, 0.25, 0.5, 1.0, 2.0) (e.g. Strategies courses, Enrichment courses, MCAS Prep, & Advisory are 0 credit courses & do not count towards GPA.)
- ☐ Counts towards GPA? (Yes or No) (e.g. Strategies courses, Enrichment courses, MCAS Prep, & Advisory are 0 credit courses & do not count towards GPA.)
- ☐ Count towards MA Core? (Yes or No)
- ☐ If yes to MA Core, is it a Core or Elective?
- ☐ Course Designation? AP/IB, Honors, Advanced Coursework, Traditional