

Rev. 05/30/2024

Learner-Centered Syllabus Checklist

First Impressions

- ☐ **Clear and Welcoming Tone:** Ensure the syllabus sets a positive tone and demonstrates a commitment to student-centered learning.

Overall Tone and Format

- ☐ **Inclusive Language:** Use inclusive and student-friendly language.
- ☐ **Visual Appeal:** Include visuals to enhance understanding and engagement.

Course and Instructor Information

- ☐ **Contact Information:** Provide clear and accessible contact details.
- ☐ **Instructor Bio:** Share a brief, relatable bio to build rapport.

Course Plan

- ☐ **Learning Objectives:** Clearly outline what students will learn.
- ☐ **Assessment Methods:** Explain how learning will be assessed.
- ☐ **Schedule:** Provide a detailed course schedule with important dates.

Student Support and Success

- ☐ **Resources:** List academic support resources available to students.
- ☐ **Office Hours:** Clearly state when and how office hours are held.

Communication and Feedback

- ☐ **Communication Policy:** Describe how and when students can contact you.
- ☐ **Feedback Mechanisms:** Outline how students will receive feedback on their work.

Course Policies

- ☐ **Attendance and Participation:** Clearly state expectations for attendance and participation.
- ☐ **Late Work:** Define the policy for late submissions.

Accessibility and Inclusivity

- ☐ **Accommodation Statements:** Include statements about disability accommodations and other inclusivity practices.

Required and Recommended Statements

- ☐ **University Policies:** Incorporate required university policy statements on academic integrity, accommodations, and other relevant topics.

Reflection and Continuous Improvement

- ☐ **Review and Adapt:** Regularly review and adapt your syllabus to enhance its effectiveness and inclusivity.
- ☐ **Seek Feedback:** Encourage and utilize student feedback to improve the syllabus.