

Hullabaloo U Syllabus Checklist

Minimum Syllabus Requirements: <https://facultysenate.tamu.edu/important-faculty-updates/minumum-syllabus-requirements>

Student Rule on Grading: <http://student-rules.tamu.edu/rule10>

- € Course title, number, and term (e.g., Fall 202X), meeting times and location
- € Course description and prerequisites
 - o Includes standard HU course description
 - o Prerequisites (none) included
- € Learning Outcomes – clear statements of what the student will know or be able to do upon successfully completing the course. Outcomes must be both observable and measurable.
- € Instructor information - Name, telephone, email, office hours and location.
- € Peer Mentor information – Name, telephone, email
- € Textbook and / or resource materials listed
- € Grading policies
 - o Includes satisfactory/unsatisfactory grading scale (Satisfactory=80-100, Unsatisfactory=0-79, etc.)
 - o Includes weights as applicable to class attendance and participation, assignments, projects and other graded activities in the calculation of the course grade. *Percentages add to 100%*
 - o If more than 10% of grade is based on participation, syllabus explicitly defines and outlines how grade is determined will well-defined rubric.
 - o Workload appropriate for 0-credit seminar course
- € Attendance and make-up policies
 - o Includes website link to student rule 7: <http://student-rules.tamu.edu/rule07>
 - o Attendance and make-up policy clearly stated; specific penalties for excessive absences well-defined
 - o Policies should detail excused absences, unexcused absences, and make-up policies.
 - o Attendance and make-up policies do not contradict student rules.
 - o Late Work Policy - Indicate whether or not late work will be accepted late work and any associated penalty if so. Define what constitutes late work.
- € Course topics, calendar of activities, and major assignments
 - o Includes all assignment due dates, reading assignments and a clear topic for each day
 - o Required Hullabaloo U content included in recommended weeks:
 - Mental Health & Wellness – Weeks 2-4
 - Academic Success Strategies - Weeks 4-6
 - Aggie Core Values - Weeks 6-8
 - Goal-Setting & Careers - Weeks 10-12
 - o Course runs 11-14 weeks
 - o All assignments are explained with enough information that students understand what will be expected.
- € University Policies included verbatim – ***Do not change the written statements. Separate paragraphs may be added if additional information is needed.***
 - o Attendance Policy
 - o Makeup Work Policy
 - o Academic Integrity Statement and Policy
 - o Notice of Nondiscrimination
 - o Civil Rights, Free Speech, and Title IX Policies
 - o Americans with Disabilities Act (ADA) Policy
 - o Pregnancy Accommodations
 - o Statement on the Family Educational Rights and Privacy Act (FERPA)
 - o Civil Rights, Free Speech, and Title IX Policies



- o Statement on Mental Health and Wellness
- o Campus Safety Measures (including COVID-19 as necessary)

€ Optional Syllabus Statements

- o Free Speech and Civil Discourse
- o Artificial Intelligence Statements

€ Recommended: Campus Resources

