**Hullabaloo U Syllabus Checklist**

Minimum Syllabus Requirements: <http://student-rules.tamu.edu/rule10>

* Course title, number, and term (e.g., Fall 202X), meeting times and location
* Course description and prerequisites
	+ Includes standard HU course description
	+ 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 measureable.
* Instructor information - Name, telephone, email, office hours and location.
* Peer Mentor information – Name, telephone, email
* Textbook and / or resource materials listed
* Grading policies
	+ Includes satisfactory/unsatisfactory grading scale (Satisfactory=80-100, Unsatisfactory=0-79, etc.)
	+ 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%\*
	+ If more than 10% of grade is based on participation, syllabus explicitly defines and outlines how grade is determined will well-defined rubric.
	+ Workload appropriate for 0-credit seminar course
* Attendance and make-up policies
	+ Includes website link to student rule 7: <http://student-rules.tamu.edu/rule07>
	+ Attendance and make-up policy clearly stated; specific penalties for excessive absences well-defined
	+ Policies should detail excused absences, unexcused absences, and make-up policies.
	+ Attendance and make-up policies do not contradict student rules.
	+ 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
	+ Includes all assignment due dates, reading assignments and a clear topic for each day
	+ Required Hullabaloo U content included in recommended weeks:
		- Well‐Being – Weeks 2-4
		- Success Strategies & Resources - Weeks 4-6
		- Healthy Relationships - Weeks 6-11
		- Respect & Inclusion – Weeks 8-13
	+ Course runs 11-14 weeks (to conclude before Thanksgiving)
	+ 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.***
	+ Attendance Policy
	+ Makeup Work Policy
	+ Academic Integrity Statement and Policy
	+ Americans with Disabilities Act (ADA) Policy
	+ Title IX and Statement on Limits to Confidentiality
	+ Mental Health and Wellness
	+ Campus Safety Measures (COVID-19)
* Recommended: Campus Resources