**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