

# Set Yourself Up for Success: Your Ultimate Syllabus Checklist!

Use this checklist to thoroughly review your syllabi and prepare for a successful semester!



## Course Information

- Instructor's name, office location, email, and phone number.
- Office hours (in-person and virtual options).



## Academic Integrity

- Academic integrity expectations
- Expectations regarding AI use



## Schedule and Deadlines

- Deadlines for assignments, quizzes, and exams.
- University deadlines (drop/add dates, holidays, and breaks).



## Professionalism and Communication

- Email and communication etiquette expectations.
- Expectations for respectful conduct and collaboration.

## Final Review:

- Add key dates to your planner or calendar.
- Be aware of support services, like CAP, Care Team, Career Readiness, and the Office of Disability Access.
- Be sure to clarify any questions with your instructor.
- Print or save a copy of the syllabus for easy reference.