

Syllabus Checklist

All CSUCI courses shall have a syllabus. It is required that the syllabus be made available to students on the first day of class and may be maintained in the course’s digital space (i.e., CI Learn/Canvas) as appropriate.

Key Syllabi Components

[The Syllabi Policy SP.07.016](#) has identified the following required components to be included in all course syllabi. The components are outlined in the table below.

Required Syllabi Components	Guidance for Required Syllabi Components
Instructor(s) contact information	Include professor name(s), office location(s), office hours, and contact info (e.g., campus email address)
Course Information	Include class meeting days/time, and specify the mode of instruction: online, in-person, or hybrid.
Course Description	Include the course description from the catalog , which includes pre-requisites, co-requisites, and General Education (GE) areas met
Student Learning Outcomes (SLOs)	Include all student learning outcomes listed in the approved course proposal
General Education SLOs	If the course is designated General Education, additional student learning outcomes from General Education shall be included
Required Course Materials	Include required elements, which may include assignments, readings, fees, attendance, course participation), trips, equipment, experiential learning, or other course specific requirements *Specify if the course is using Open Access (OA) or Open Educational Resources (OER)
Grade Information	Include grade information as specified in the CSUCI Policy on Grades (SP.12.07) and in keeping with what is specified by your program chair.
Academic Integrity	Include academic integrity information as specified by the Policy on Academic Dishonesty (SP.13.06)
CSUCI Disability Statement	Include the Disability Statement for CI
“Subject to Change” disclaimer	Example language: This syllabus is subject to change during the semester. Changes will be shared via CI Learn course Announcement.

Optional Syllabi Components

[SP.07.016](#) also includes The following are optional syllabi elements.

Faculty may also consider including additional elements as appropriate to the course including but not limited to:

How course learning outcomes relate to each component in the table below.

Optional Syllabi Components	Guidance for Optional Syllabi Components
Program or major outcomes	Check your program webpage for outcomes information
CSUCI Mission Statement	Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.
Institutional Mission Based Outcomes	Refer to the Policy on General Education Course Characteristics (SP.20.006)
Other CSUCI graduation requirements met	Multicultural, Title V, Service Learning) Standards and outcomes from outside organizations and accrediting agencies
Tentative Class Schedule	The tentative class schedule is often shared as a list or a table
Final Exam Day/Time	Refer to the Schedule of Classes for more information.
Course specific policies	Example policies include but are not limited to, Attendance, automatic drop, Late Work, Course Participation, bringing children to class, Recording, Technology Usage, Extra Credit, Use of Dolphin Email.