SYLLABUS CHECKLIST

Use the following checklist to develop, update or revise your syllabus to align with the goals of TCSJ. Also see the syllabus template. ***Note: If your syllabus is clear and provides all relevant important information for candidates there will be fewer issues regarding expectations for successfully completing your course.***

☐ **Syllabus is on TCSJ letterhead** (letterhead above)

☐ **TCSJ Mission**

To develop a workforce of teachers and school leaders that are comfortable with collaboration, understand the need to prepare students for both work and higher education, and have the skills to develop, implement and sustain innovative educational ideas.

TCSJ exemplifies the notion of learning opportunities that are rigorous, provide relevance, are relationship-driven and incorporate reflection for professional growth.

☐ **TCSJ's Core Learning Outcomes**

1. TCSJ graduates have expertise in developing relevant and rigorous curriculum. Graduates design systems for effective leadership in the classroom, campus, and educational community to ensure the success of all students.
2. TCSJ graduates have expertise in the implementation of relevant and rigorous curriculum. Graduates implement systems for effective leadership in the classroom, campus, and educational community to ensure the success of all students.
3. TCSJ graduates sustain a practice of innovation and reform.
4. TCSJ graduates understand the power of research. They critically analyze and synthesize findings to support the development and implementation of rigorous and relevant curriculum and plans. Graduates develop and implement research to contribute to the wider body of knowledge as well as to reflect on and inform personal practice.
5. TCSJ graduates are collaborative, reflective practitioners who are committed to providing rigorous, relevant, and innovative educational experiences for all students.

☐ Name and contact information should go at the top of your syllabus.

☐ Include the dates and <u>year</u> with each course offering.

☐ Put the course code and official name of the class *(check the TCSJ Catalog, www.teachercollegesj.edu).*

☐ Put the cohort number or letter if appropriate.

☐ Include your grading policies. *(Include a grading scale using A, B, C, D, or F. May include – and +, e.g. B+ or A- Students must maintain a 3.0 to be in good academic standing. C- will result in academic probation.)*

☐ Include the TCSJ plagiarism policy.

☐ Include a course description. *(The course description should match what is in the TCSJ Catalog. The course description describes what will be taught.)*

☐ Include the Student Learning Outcomes. *(What will the student know or be able to do by the end of the course? These are also called course objectives.)*

☐ Include your attendance and tardy policy. Be as specific as possible as this area is often a point of challenge.

☐ Include Special Considerations Policy:

For example: *Any student in this course who has a disability that prevents the fullest expression of his/her abilities should contact the instructor as soon as possible so that reasonable accommodations can be made.*

☐ Align your course assignments with the appropriate TCSJ Core Learning Outcomes <u>and</u> your Student Learning Outcomes. The alignment can be displayed within the weekly assignment chart. See example on syllabus template. Include a statement that allows you to modify course assignments or flow of course, e.g., *the instructor reserves the right to make changes as needed.*

☐ If students will be conducting a review of related research provide the following information – (this info should not be distributed publicly) http://search.ebscohost.com - user name: teacherscollegesj, password: tcsj@2721

IMPACT courses and M.Ed. courses *if appropriate*:

☐ Include a statement about how you are supporting the development of teachers' knowledge to address the needs of English learners and special populations. For example: *Accommodations and modifications to meet the needs of all students, particularly English learners and students with disabilities will be provided throughout the course.*

Please submit an updated electronic copy to the appropriate program coordinator two weeks before class begins.

We appreciate the time and effort you put into the program! If you have any questions or concerns about this process, please feel free to contact your Program Director: IMPACT-Michele Badovinac, mbadovinac@sjcoe.net or Louise Gammon, Coordinator, lgammon@sjcoe.net, Admin Services-Danielle Silva, dasilva@sjcoe.net, or M.Ed. and MIAA, Crescentia Thomas, cthomas@sjcoe.net.