



# CSUN Syllabus Rubric: A Checklist for Faculty

CSUN's current syllabus policy (see [www.csun.edu/sites/default/files/csun-syllabus.pdf](http://www.csun.edu/sites/default/files/csun-syllabus.pdf)) requires the following basic elements, so you should be able to check off each relevant CSUN Syllabus Requirement listed here with a "YES." If you have a "NO," you need to revise your syllabus.

YES	NO	CSUN Syllabus Requirements
		You're ready to distribute a copy of the syllabus (or post it online) for each student in your class no later than the first class meeting.
		Students can easily print your syllabus as a single document.
		You included the course description.
		You listed the course objective(s) and/or student learning outcomes.
		You provided a brief list or summary of topics or projects covered in the course.
		You set out the course requirements, including <ul style="list-style-type: none"><li>• methods of evaluation and</li><li>• tentative due dates for major assignments and/or exams.</li></ul>
		You listed your grading criteria.
		You stated whether you'll be using the plus/minus grading system.
		You provided your faculty contact information including <ul style="list-style-type: none"><li>• your name,</li><li>• your office hours and office location,</li><li>• your CSUN email address, and</li><li>• your campus phone number if applicable.</li></ul>
		In case you revise the syllabus after the first class meeting, you have included a place for the revision date on your syllabus.
		If the course is part of the General Education program, you have listed the relevant Student Learning Outcomes for that section of GE.
		If the course is an upper-division General Education class, you have listed the GE Writing Intensive Student Learning Outcomes.
		If the course satisfies the Information Competence requirement, you have listed those Student Learning Outcomes.

If your answers are all YES, then your syllabus meets the minimum CSUN policy requirements.

If the syllabus policy is revised in the future, you can find the newest version in the Faculty Senate policy collection at [www.csun.edu/faculty-senate/policies](http://www.csun.edu/faculty-senate/policies).

Many faculty include quite a bit of information beyond the basics. You can find sample language on the CSUN Syllabus Best Practices page at [www.csun.edu/undergraduate-studies/academic-first-year-experiences/syllabus-best-practices](http://www.csun.edu/undergraduate-studies/academic-first-year-experiences/syllabus-best-practices) (search "Syllabus Best Practices" in the CSUN search box).

If you have questions about what constitutes a "major assignment" in your class, talk to your chair or other colleagues in your department. You can also consult Faculty Development's Syllabus Ideas and Policies page: [www.csun.edu/undergraduate-studies/faculty-development/syllabus-ideas-and-policies](http://www.csun.edu/undergraduate-studies/faculty-development/syllabus-ideas-and-policies)