

## MSU Syllabus Checklist

1 <input type="checkbox"/>	Heading to reflect “Morehead State University” as well as college, school and/or department.
2 <input type="checkbox"/>	Course title and course number
3 <input type="checkbox"/>	Academic term with date
4 <input type="checkbox"/>	Instructor’s name
5 <input type="checkbox"/>	Office location
6 <input type="checkbox"/>	Office phone number and office hours schedule
7 <input type="checkbox"/>	Email address and URL for personal web site, if applicable
8 <input type="checkbox"/>	Course Description (from the graduate or undergraduate catalog)
9 <input type="checkbox"/>	Intended student learning outcomes related to program objectives as specified in the graduate and undergraduate catalog
10 <input type="checkbox"/>	Methods by which the achievement of each student learning outcome listed on the syllabus=will be measured
11 <input type="checkbox"/>	Course calendar – week by week <u>or</u> day by day highlighting specific content, assignments and/or exams
12 <input type="checkbox"/>	Grading description and distribution (please be very specific)
13 <input type="checkbox"/>	Course attendance policy (please be very specific)
14 <input type="checkbox"/>	Emergency procedures policy (see example below)
15 <input type="checkbox"/>	Academic honesty policy (see example below)
16 <input type="checkbox"/>	Policy for accommodating students with disabilities (see example below)
17 <input type="checkbox"/>	Syllabus available in electronic (preferably on Blackboard) and paper format

**Campus Safety Statement:** Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at [www.moreheadstate.edu/emergency](http://www.moreheadstate.edu/emergency).

**Academic honesty:** Cheating, fabrication, plagiarism or helping others to commit these acts will not be tolerated. Academic dishonesty will result in severe disciplinary action including, but not limited to, failure of the student assessment item or course, and/or dismissal from MSU. If you are not sure what constitutes academic dishonesty, read The Eagle: Student Handbook or ask your instructor. The policy is located at <http://www.morehead-st.edu/units/studentlife/handbook/academicdishonesty.html>. For example: Copying information from the Internet is plagiarism if appropriate credit is not given.

**Policy for Accommodating Students with Disabilities:** Professional staff from MSU Academic Services Center (ASC) coordinates efforts to address accessibility needs and class accommodations with instructors of students who have learning or physical disabilities. Faculty will cooperate with the ASC staff to accommodate the needs of students taking departmental courses.