KSU faculty should include all the elements on the checklist below in addition to any other components typically included. There is a Syllabus Template that has the below information already formatted and can assist in building syllabus.

1.	☐	At the top of the syllabus create a heading that includes "Kennesaw State University," the college, school and/or department.
2.	☐	The academic term with date the course is being offered.
3.	☐	The full course prefix, number, and title as they appear in the catalog.
4.	☐	The number of credit hours per the catalog. If this is a variable credit hour course, list the number of credit hours students will earn for this course.
5.	☐	The class meeting time, location, and modality.*
6.	☐	The instructor's name, email address, office location, office phone number, and office hour schedule.*
7.	☐	The course description, which must be the same as the catalog. Also include all listed prerequisites and/or course requirements as they appear in the catalog.
8.	☐	The list of required texts and readings, and/or recommended texts and readings, and/or technology requirements for this course.
9.	☐	The student learning outcomes for this course. All outcomes need to be measurable and appropriate to the course level. Outcomes on the syllabus should be the same as when the course was approved.
10.	☐	The requirements and assignments of this course. If you require participation and/or attendance as part of a grade, those requirements should be listed here.
11.	☐	The course grading description and distribution. You must include the methods of evaluation, your grading scale, and a statement on feedback expectations and feedback turnaround time.
12.	☐	*[Graduate Syllabi Only]* Clear evidence that students will engage in research and/or appropriate professional practice and training.
13.	☐	*[Graduate Syllabi Only]* Clear evidence that students will engage with knowledge of the literature of the discipline.
14.	☐	The policies for this course. The syllabus must include the course attendance policy. The syllabus may include policies for late work, missed exams, extensions, excused absences, accommodation of students participating in official University functions, instructor expectations, etc. Policies, including the attendance policy, should reflect the modality of the course.
15.	☐	*[Optional]* Any department or College specific policies

16.	☐	The Federal, BOR and KSU Student Policies Link: https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php. The Academic Integrity Statement is required to be on your syllabus and is included at this link. It is preferable to include the link rather than copy from the page, as the linked webpage is regularly updated.
17.	☐	KSU Student Resources Link: https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php. It is preferable to include the link rather than copy from the page, as the linked webpage is regularly updated.
18.	☐	The course calendars. This should reflect the meeting times of the course and highlight specific course readings, course requirements, and course assignments.
19.	☐	*[Optional]* Statement about the use of AI technology in the classroom. Recommended language can be found on the syllabus template.

*Note: If this is a syllabus being created for curricular approval and these specifics are not available, please ensure the required elements are evident in the syllabus even if not completed.