

Syllabus Check Sheet

[Center for Teaching and Learning]

Main Category	Item	Description	check
Course Outline	Course Outline	A clear description of course themes and content is provided in student-friendly language (e.g., using terms students can readily understand).	☐
	Learning objectives	The objectives of the course are described clearly and concisely (e.g., from the students' point of view, "be able to explain" or "be able to state logically" about ____, etc.).	☐
		The objectives of the course are aligned with faculty curriculum policies.	☐
		Learning objectives that address the three core competencies—(1) knowledge and skills, (2) abilities of thinking, judgement, and expression, and (3) proactive attitudes are included. (Note: Not all three elements need to be included, depending on the course characteristics.)	☐
Course Schedule	Course Schedule	A clear 15-week plan that demonstrates how students will achieve the learning objectives is outlined.	☐
		The themes and expected study time are clearly described for the on-demand sessions, including video length and task time.	☐
	Independent Study Requirements	Detailed weekly study expectations, including preparation and review materials, are provided to help students make their study plans and prepare well for weekly classes.	☐
Assessment Methods, Criteria, and Grading	Assessment Methods and Criteria	Assessment methods, grading criteria, and grading percentages for each assessment are clearly stated and align with learning objectives.	☐
Textbooks (References)		Required textbooks and recommended reference materials for course preparation and review are clearly listed.	☐
		Complete bibliographic information (author, title, publisher, and ISBN) is included.	☐
Feedback Methods		If activities such as quizzes or minute papers are included in the "Course Plan" or "Methods and Criteria of Assessment," the method of providing feedback is also clearly stated.	☐
Contact Information		Specific contact information for the lecturer (e.g., email address) is provided. (Note: Since syllabi are made available to students in advance, all information must be included rather than stating "will be announced in the first class.")	☐
Additional Notes		Information regarding on-demand class sessions—(1) the distribution platform (e.g., Kandai LMS), (2) the release period/deadline, and (3) methods for handling questions—is clearly stated. (If all 15 weeks are conducted face-to-face, this is clearly stated as well.)	☐
		If necessary, the syllabus includes guidance on recommended prerequisites or further courses to help students follow the faculty's curriculum tree.	☐