

[face-to-face class] Syllabus Check Sheet

[Center for Teaching and Learning]

Main Category	Item	Description	check
Type of Course		The type of course is selected, which is designated by the faculty (i.e., 'Lecture (in-person)' etc.).	<input type="checkbox"/>
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).	<input type="checkbox"/>
	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.).	<input type="checkbox"/>
		The objectives of the course are aligned with faculty curriculum policies.	<input type="checkbox"/>
		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.)	<input type="checkbox"/>
Course Schedule	Course Schedule	A clear 15-week plan that demonstrates how students will achieve the learning objectives is outlined.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Textbooks (References)		Required textbooks and recommended reference materials for course preparation and review are listed.	<input type="checkbox"/>
		Complete bibliographic information (author, title, publisher, and ISBN) is included.	<input type="checkbox"/>
Feedback Methods		How feedback will be provided on assignments, quizzes, and other assessments, such as reflection sheets, is clearly described. (Note: If feedback methods are detailed in the weekly schedule, they need not be repeated here.)	<input type="checkbox"/>
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.')	<input type="checkbox"/>
Additional Notes		If necessary, the syllabus includes guidance on recommended prerequisites or further courses to help students follow the faculty's curriculum tree.	<input type="checkbox"/>

If distance/ online classes are included in the 15 sessions (class method category No2), please confirm the following.

- The type of class (distance/ online or face-to-face) for each class session should be described.
- Necessary information for distance/ online classes are described (checkpoints: see the distance/ online class version).
- The number of distance/ online classes don't exceed the number of face-to-face classes.