**Syllabus Checklist**

*Required Information (TAMUC Policy 12.01.99.R0.05)*

[ ]  **Instructor Information**

 [ ]  Name

 [ ]  Office location

 [ ]  Office hours *(See TAMUC Policy 33.99.99.R0.01 for more details.)*

 [ ]  Office phone

 [ ]  Office fax

 [ ]  University email address

[ ]  **Course Information**

 [ ]  Textbook information

 [ ]  Course description

 [ ]  Student learning outcomes

[ ]  **Course Requirements**

 [ ]  Instructional methods/activity/assessments

 [ ]  Grading methods

[ ]  **Technology Requirements** (if applicable)

 \*\*Online Courses or courses with online components

 [ ]  Technology Required

 [ ]  Access and navigation

 [ ]  Communication and support

 Note: “Courses coded as distance learning are asynchronous and may not include fixed time for online requirements or face-to-face presence.”

[ ]  **Course and University Procedures/Rules**

 [ ]  Student Conduct (“Tenets of Common Behavior Statement”)

 [ ]  Students with Disabilities Information

 [ ]  Nondiscrimination Notice

[ ]  Campus Concealed Carry Statement

[ ]  **Course Calendar** for the current semester by specific dates