**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