SYLLABUS EVALUATION SHEET
(Remember to paginate document)

COURSE INFORMATION

☐ UCO name
☐ CLA name
☐ Department name
☐ Course title
☐ Course number
☐ CRN
☐ Classroom and building
☐ Meeting time and days
☐ Semester and year

INSTRUCTOR CONTACT INFORMATION

☐ Instructor’s name
☐ Campus telephone number
☐ Office location (room number and building)
☐ UCO E-mail address
☐ Office hours

COURSE DESCRIPTION AND OBJECTIVES

☐ Course description in catalog
☐ Prerequisites, if applicable
☐ Objectives
☐ Transformational Learning Objectives
☐ Textbook information
☐ Other applicable supplies or resources, if applicable

COURSE OUTLINE, GRADING AND PARTICIPATION REQUIREMENTS

☐ Course Outline / Calendar
☐ Day and time of final exam
☐ Points listed for each exam
☐ Description of required work / Assignment overview
☐ Assigned points and/or percentages of required work for grade
☐ Grade categories (either by points and/or percentages)

CLASS MANAGEMENT INFORMATION

☐ Attendance Policy
☐ Policy for late assignments, make-up work and missed exams

UCO POLICIES

☐ Academic Affairs’ Student Information Sheet (SIS)
   please provide the url - http://www.uco.edu/academic-affairs/

Bold type indicates “major” deficiency

Revised 07.01.14