THE UNIVERSITY OF BRITISH COLUMBIA
Centre for Teaching and Learning
Okanagan Campus

Syllabus - Checklist

The following items are strongly recommended to be included on your syllabi. UBC instructors are also encouraged to use the Curriculum MAP website (https://curriculum.ok.ubc.ca/) to generate a syllabus following Senate guidelines. If you have any questions, please check with your Unit Head or designate.

✓	Section
	Land/territorial acknowledgement. Check UBC Brand's Indigenous Peoples Language Guide, page 14 for an example.
	Course title and description. Check the Academic Calendar for the UBC course title and description.
	Prerequisites and corequisites.
	Name of course instructor
	Contact information of course instructor • Office hours • Email address • Phone number • Course location
	Name and contact information of Teaching Assistant (optional)
	Course structure (mode of delivery, days and times, etc.)
	Course schedule (including list of topics)
	Course-level learning outcomes or objectives
	Description of learning activities for achieving outcomes or objectives
	List of required learning materials
	Estimate of associated costs of materials and learning activities
	Methods of assessing achievement of learning outcomes/objectives
	Schedule of assessments
	Weighting of each assessment component in relation to the final grade
	Class policies on re-grading, late submission and missed in-class assessments/exams
	Grading practices for individual courses and grade breakdown. Refer to the UBC Academic Calendar for more details.
	Statements to add about final examination, grading practices, academic integrity and resources to support student success (resources on campus). Check out UBC Okanagan Senate Forms and Resources for an example.
	Copyright Statement. Check Syllabus Template, pg. 5 for reference.