

Capstone Syllabus Checklist

Essential Elements:

1. Course Title
2. Course Year, Term and Time
3. CRN (Course Record Number)
4. Course Location
5. Instructor name, contact info, office hours and location
6. Course Description
7. Course Learning Outcomes with UNST goals integrated
8. Community Partner Description
9. Course Readings and how to access them
10. Overview of Major Assignments and Projects
11. Grading Criteria and expectations for each component of the final course grade
12. Course Schedule which includes weekly content, assignments, and due dates
13. Written policies for the following:
 - Attendance policy for missed class sessions
 - Make-up policy for missed assignments
 - Plagiarism and Student Code of Conduct
 - Guidelines for students with disabilities
 - Guidelines specific to your service-learning site

Optional Elements:

1. Full description of University Studies Goals
2. List of major course activities
3. Detailed assignment descriptions (some instructors attach to the syllabus, others post these on their course website)
4. Instructor Statement – outlining relevant experience and approach
5. Community-based Learning Statement- preparing students for unique features of a capstone course
6. Classroom etiquette
7. Campus resource information (i.e. writing center, veterans' resources, etc.)
8. Communication statement- detailing how the student should communicate with the instructor
9. Images and quotations