KSU faculty should include all the elements on the checklist below in addition to any other components typically included. There is a Syllabus Template that has the below information already formatted and can assist in building syllabus.

1.	•	At the top of the syllabus create a heading that includes "Kennesaw State University", the college, school and/or department.
2.	•	The academic term with date the course is being offered.
3.	•	The full course prefix, number, and title as they appear in the catalog
4.	•	The number of credit hours per the catalog. If this is a variable credit hour course, list the number of credit hours students will earn for this course.
5.	•	The class meeting time, location, and modality
6.	•	The instructor's name, email address, office location, office phone number, and office hour schedule.*
7.	•	The course description, which must be the same as the catalog. Also include all listed prerequisites and/or course requirement as they appear in the catalog
8.	•	The list of required texts and readings, and/or recommended texts and readings and/or technology requirements for this course.
9.	•	The student learning outcome for this course. All outcomes need to be measurable and appropriate to the course level. Outcomes on the syllabus should be the same as when the course was approved.
10.	•	The requirements and assignments of this course. If you require participation and/or attendance as part of a grade, those requirements should be listed here.
11.	•	The course grading description and distribution. You must include the methods of evaluation, your grading scale, and a statement on feedback expectations and feedback turnaround time.
12.	•	[Graduate Syllabi Only] Clear evidence that students will engage i

16. • The Federal, BOR and KSU Student Policies Links https://cia.kennesaw.edu/instructional resources/syllabus policy.php The Academic Integrity Statement is required to be on your syllabus and is included at this link. It is preferable to include the link rather than copy from the page, as the linked web page is regularly updated

17. • KSU Student Resources Link https://cia.kennesaw.edu/instructional resources/syllabus resources.php It is preferable to include the link -