

6000-Level Syllabus Checklist

MENG Syllabus Review:
Approved by MENG Steering Committee 04/09/14.

Please use the following checklist, including each of these items when you submit your syllabus for consideration for a class in the MENG Program. If any of these eighteen items are missing, the MENG Steering Committee will return the syllabus to you for completion before considering it. Please use the format suggested on the reverse side.

CHECKLIST

- Name of Course
- Name of faculty
- Contact info
 - phone, email, office location
- Office hours
- Clearly outline the argument for the scope and focus of the class
- State the course objective
- Provide the statement: “The MENG Program is dedicated to helping students master the following learning outcomes. This class focuses specifically on LO __, LO__, LO__, LO__, LO__, and LO__.” (Please fill in the appropriate numbers from the list below.)
- Provide the MENG learning outcomes, listed here.

Learning Outcome 1: Gather, analyze, and communicate information effectively as well as think creatively and critically.

Learning Outcome 2: Cultivated skills in close reading, critical thinking, logical argument from evidence presented, creative expression, and persuasive writing.

Learning Outcome 3: Apply various theoretical perspectives and literary terminology to interpretations of literary texts to showcase an understanding of theoretical perspectives.

Learning Outcome 4: Acknowledge and articulate the significance of key primary text(s) in one specific literary genre, period, culture or style.

Learning Outcome 5: Demonstrate knowledge of an interaction with current scholarly criticism.

Learning Outcome 6: Ability to employ academic conventions and protocols for written or multimodal presentations, including the application of appropriate conventions, citation formats and style manuals.

- Provide a list of the primary texts
- Provide a substantial list of supporting critical materials
- Course requirements
- Grading Criteria
- Workload Expectations (Please state that students should expect to do between 3-4 hours of work outside class for each hour in class).**
- Absence Policy
- Academic Dishonesty
- Core Beliefs
- Disability Accommodation
- Emergency Closure
- Class Schedule

Additional Notes

Syllabi should be submitted to the Program Director for review by the MENG Steering Committee. It is the expectation of the Steering Committee that each **3-credit** class have a minimum of 20 – 25 pages of writing from students, **and each 2-credit class have a minimum of 15-18 pages of written work from students.**

Submit syllabi at least one full semester prior to the target teaching semester in order to meet scheduling deadlines. Syllabi will be reviewed by the Steering Committee and faculty will be notified of approval or the need for revision.

It is the goal of the MENG Program Director and Department Chair to schedule MENG classes **two years** ~~at least two semesters~~ in advance.

MENG XXXX: Name of Course
Sample Syllabus

Name of faculty	phone
Office Location	email address
Office Hours	

Scope and focus of the class:

Course objectives:

Learning outcomes:

Primary texts:

Supporting critical materials:

Course requirements:

Grading criteria:

Core beliefs:

Academic dishonesty:

Disability Accommodation:

Emergency Closure:

Weekly Schedule: