



FACULTY-LED PROPOSALS SYLLABUS CHECKLIST

For GEO Faculty-Led program proposals, please make sure any syllabi you submit include the following details:

- ✓ **Course Information** (title, instructor name(s), language of instruction, site city and country, UO credits, contact hours)
- ✓ **Student Engagement Hours** (total number of hours of in all course activities)
- ✓ **Course Description** (100 words or less, where possible)
- ✓ **Course Objectives** (instructional goals and student outcomes)
- ✓ **Instructional Methodology** (lecture, seminar, discussions, guest lectures, experiential education, etc.)
- ✓ **Method of Evaluation** (exams, projects, papers, journals, participation, quizzes, etc.)
- ✓ **Course Outline** (how students will engage with the course topic through readings and assignments)
- ✓ **Course Readings** (please list required readings and suggested readings separately)
- ✓ **Bibliography** (cite references for lectures or course design)
- ✓ **Accessible Education Statement** (see <https://aec.uoregon.edu/best-practices-faculty> for more information): *The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center in 360 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.*
- ✓ **Academic Misconduct Statement** (see <https://dos.uoregon.edu/academic-misconduct> for more information): *The University Student Conduct Code (available at conduct.uoregon.edu) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at researchguides.uoregon.edu/citing-plagiarism.*
- ✓ **Reporting Obligations:** *I am a [designated reporter/student-directed employee (select one)]. For information about my reporting obligations as an employee, please see [Employee Reporting Obligations](#) on the Office of Investigations and Civil Rights Compliance (OICRC) website. Students experiencing any form of prohibited discrimination or harassment, including sex or gender-based violence, may seek information and resources at safe.uoregon.edu, respect.uoregon.edu, or investigations.uoregon.edu or contact the non-confidential Title IX office/Office of Civil Rights Compliance (541-346-3123), or Dean of Students offices (541-346-3216), or call the 24-7 hotline 541-346-SAFE for help. I am also a mandatory reporter of child abuse. Please find more information at [Mandatory Reporting of Child Abuse and Neglect](#).*

For additional information on suggested course syllabus content, refer to the following websites:

<https://provost.uoregon.edu/syllabus-guidelines>

<https://investigations.uoregon.edu/suggested-syllabus-language>