SOCIOLOGY SYLLABUS CHECKLIST

ESSENTIALS
☐ Course title and course number
☐ Meeting place (or Zoom link) and time if there are synchronous components
☐ Course description
☐ Contact information and office hours and location (a Zoom link, most likely) for professor and TAs, if applicable
☐ Overview of topics covered in course and detailed schedule of readings and assignments by date
☐ Components of evaluation (i.e., quizzes, exams, papers, etc.), the percentage that each counts towards final grade, and due dates or dates of exams
☐ Date, time, and location of final exam (if applicable)
☐ Where students can find the class readings (e.g., on website, in reader, book titles and ISBNs, etc.)
☐ privacy disclaimer

STRONGLY RECOMMENDED
☐ TA section times and places, if applicable
☐ Course expectations (e.g., attendance)
☐ Late and sick/emergency policy for exams and papers
☐ Prerequisites
☐ Information about honors sections (if applicable)
☐ Information on mandatory reporting and confidential options
☐ Grade contestation policy\(^a\)
☐ Academic integrity\(^b\)
☐ Information about writing resources\(^c\)
☐ Information about Accommodations for Students with Disabilities\(^d\)

WORTH CONSIDERING
☐ Class rules (e.g., particularly regarding exam and quiz-taking, but also online interactions and behavior)
☐ A reading guide, following each assigned reading. (As this can end up be lengthy, on might choose to provide this information separately)
☐ Learning outcomes

\(^a\) A grading policy might entail the following: “If you wish to dispute a grade on an exam or quiz, you must submit a statement in writing within two weeks after the exam/quiz was returned to the class explaining the mistake you think has been made. We will not discuss grades with students outside of office hours or appointments. If an exam is re-graded, the entire exam will be re-graded, not just one component. The TAs and I will
discuss the exam jointly. Your grade may be raised, stay the same, or be lowered. If you simply want to understand what you can do to improve your next paper, one of the TAs or I will be happy to help you in office hours. Once final grades have been submitted, I will only consider errors in processing."

b Example:
**Academic Integrity and Student Conduct:** You are expected to follow the [UCLA Student Conduct Code](https://www.ucla.edu/depts/studentconduct), and misconduct will not be tolerated in my courses. This includes sharing materials (e.g., exams, quiz questions/responses, assignments) with other students or depositories. Unless explicitly noted otherwise, all assignments in this class are individual endeavors. You should not collaborate by providing or requesting assistance, material, or information on any academic exercise (e.g., giving test information to students in other discussion sections of the same course). All assignments will be turned in on the course website and run through plagiarism detection software. See [Bruin Success with Less Stress](https://www.ucla.edu/studentlife/lessstress) for an interactive online tutorial designed to help students understand intellectual property issues and proper citing techniques. If I have reason to believe you have violated the code or these policies, I will report the incident to the Dean of Students. You should be familiar with punishable forms of cheating, but if you have any questions or are in doubt, please ask me.

c Example:
**Writing Center:** The Undergraduate Writing Center offers UCLA undergraduates one-on-one sessions on their writing. The Center is staffed by peer learning facilitators (PLFs), undergraduates who are trained to help at any stage in the writing process and with writing assignments from across the curriculum. PLFs tailor appointments to the concerns of each writer. Call: 310-206-1320, e-mail: wcenter@g.ucla.edu, or visit to book an appointment online or to view Zoom drop-in hours: [uwc.ucla.edu](https://www.uwc.ucla.edu).

d Example:
**Accommodations for Students with Disabilities:** Videos and other materials online will be prepared to accommodate most needs. If other accommodations are necessary, the TAs and I will make accommodations for those who need them. If you wish to request an additional accommodation due to a disability, please contact the [UCLA Center for Accessible Education (CAE)](https://www.ucla.edu/accessibleeducation) as soon as possible and then follow up with me. CAE is available to all students taking courses at UCLA, regardless of home campus.