

Syllabus Checklist

Please use this checklist to assure that your syllabus contains the required elements. Use single bulleted lists with no sub-bullets or numbering. The elements do not have to be presented in this particular order.

- *Course Number** (from catalog)
- *Title** (from catalog)
- *Credit Hours** (1 credit didactic = 15 hours; 1 credit experiential = 45-50 hours)
- Course Master** – contact information
- *Semester Taught** – semester in which course is offered by the university
- *Prerequisites** – N/A or use SOP course numbers and names
- *Prior Learning Skills** – list specific skills *in bullet format*
- *Eligible Class Standing** – (Y1, Y2, Y3, Y4, GR) appropriate year of targeted students
- Maximum Enrollment** – number of students allowed in course
- *Course Catalog Description** – list official catalog description
- Expanded Course Description** – N/A or more descriptive version
- Pathway** – N/A or identify designated Curricular Pathways (Management, Geriatrics, Pharmacotherapy, Research, or Advanced Practice) the course is associated with
- *Dual-degree Program** – indicate which (if any) of the school’s dual degree programs (JD, MBA, MPH or PhD track) the course is associated with
- Required and Recommended Texts/Readings** – list *in bullet format*
- Required Equipment** – list *in bullet format* any AV, computer, laboratory or other equipment
- Activities** – list *in bullet format* activities other than lectures (1 hour of didactic lecture = 2 hours of small group = 3 hours of experiential/lab)
- *Course Outcomes:** list *in bullet format* the course-specific outcomes. Indicate only those competencies that are significant and ASSESSED components of the course. LIMIT TO 10.
- Additional Course Policies**
- Preceptors** – N/A or list *in bullet format* participating preceptors (from ELP database)
- *Site Selection Criteria** – N/A, or list *in bullet format* the site selection criteria

Changes to starred* items require prior Curriculum Committee approval.

Attach SCHEDULE and ASSESSMENTS as separate Word or PDF documents.

Send documents to the Pharmacy Information Portal at syllabus@rx.umaryland.edu