



Syllabus Checklist

Download the syllabus template from myWSUTech:

1. Navigate to the myWSUTech Faculty page and select the [Syllabus Templates link](#), located under the Faculty Links section.
2. Select the appropriate format to download.
3. Note that there are two options: with or without a table. Syllabi with a table has a pre-made table for your course schedule. Syllabi without a table has a pre-made list for your course schedule.

Fill in the following sections in your syllabus:

1. Course Number, Dates, and Credit Hours
 - a. This information can be found on the Interactive Schedule.
2. Instructor name and contact information
3. Course Description
 - a. The course description can be found on WIDS. To access WIDS, navigate to the myWSUTech Faculty page and select “World Wide Instructional Design System (WIDS)”, located under the Faculty Links section.
 - b. Sign in with your WIDS credentials. If you do not have a login or are unsure if you do, send an email to itas@wsutech.edu for assistance.
 - c. In the search box, enter the course prefix and number for your course. Select the magnifying glass to search, or hit Enter. Under Search Results, double-click the course name.

A screenshot of a search interface. At the top, there is a search bar with a dropdown menu set to 'All', a text input field containing 'eng 101', a magnifying glass icon, and a link for 'Advanced Search'. Below the search bar, the text 'Search Results' is displayed. Underneath, there is a table with three columns: 'Type', 'Number', and 'Title'. The table contains one row of results.

Type	Number	Title
Course	ENG 101	Composition I

d. Locate the course description on the next page. Copy this exact description into your syllabus.

4. Enter your program's Plan to Edu-CATE

a. This section has some pre-filled text which will remain, but you are required to replace the "Click here to enter text" prompts under each sub-heading.

b. Locate your program's [Plan to Edu-CATE documents on SharePoint](#), or contact the Lead or Dean of your program.

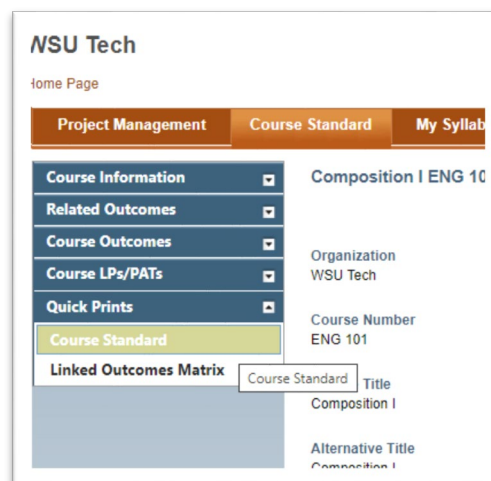
c. If your program does not have a Plan to Edu-CATE document, delete the "Click here to enter text" prompt from the syllabus.

5. Enter the Textbook & Instructional Materials for your course

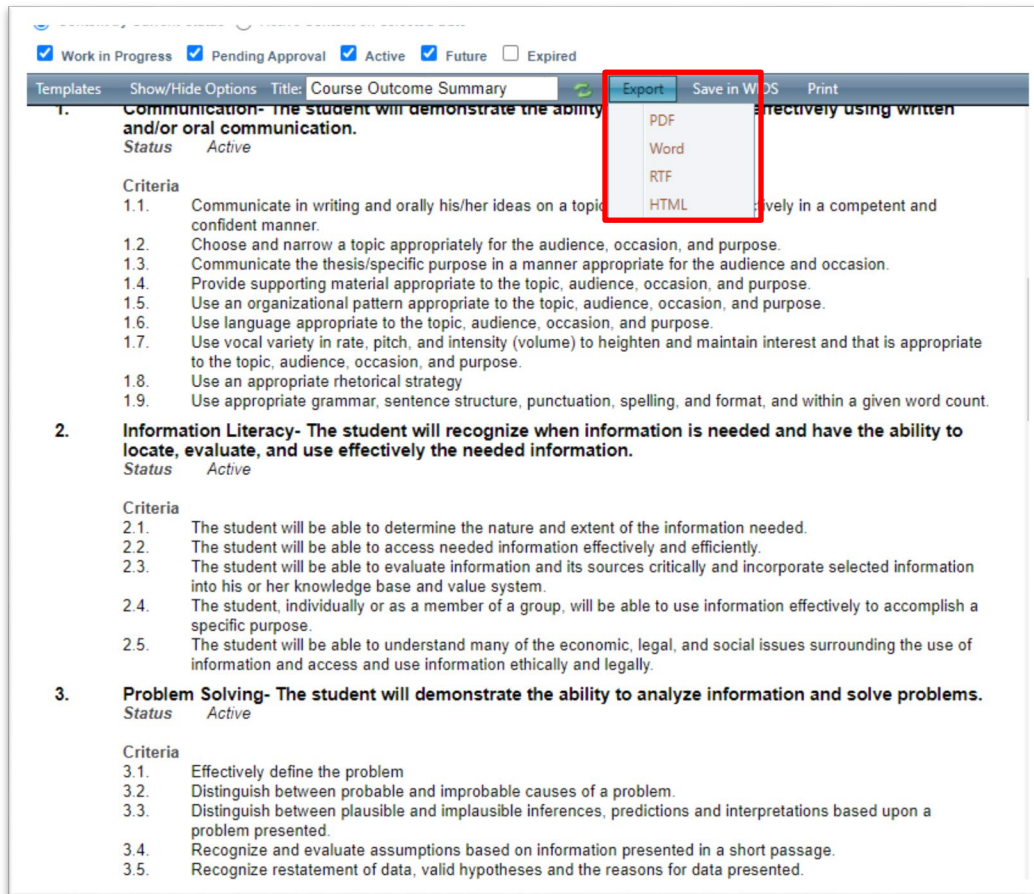
6. Enter the Course Outcomes for your course

a. Course Outcomes can be found on WIDS. Follow the instructions in step #3 a-c of this guide to navigate to your course in WIDS.

b. Select the blue "Quick Prints" menu option located on the left side of the screen. In the expanded menu, select "Course Standard".



- c. Select Export, then select Word to export this document to your device.



- d. The Word document will automatically install on your device. Open the Word document and copy the outcomes to your syllabus.

7. Enter all graded items and their point or percentage value under Assessment
8. Enter Assignments
9. If there are quizzes, enter quiz details
10. Enter exam details
11. If there are projects, enter project details
12. Enter final exam details
13. State whether or not extra credit will be allowed
14. State whether or not late work will be accepted
15. State whether or not make up work/tests will be allowed

16. Enter the last day to withdraw

- a. To find the last day to withdraw for your course, navigate to the [Interactive Schedule](#). This link is located on the myWSUTech Faculty page under Faculty Links.
- b. Select the term your course is in and select Begin Class Search
- c. Type in the CRN of your course, or search by Subject and Course Number. Then select Search CRN or Search Class
- d. Find your course and locate the Last Day to Withdraw column, on the far right. The date in red is the withdraw date to enter in the syllabus.

17. Enter your communication details

18. Enter any instructor class policies such as dress codes, attendance requirements, etc.

19. Enter in the course schedule information

Questions? Contact ITAS by emailing a ticket to itas@wsutech.edu