



DATE: July 3, 2018
TO: UNLV Full-Time Faculty, Part-Time Faculty, and Teaching Staff
CC: Students
FROM: Diane Chase, Executive Vice President & Provost
RE: Minimum Criteria for Syllabi—Academic Year 2018–2019

Please review all of these items carefully. With the concurrence of the Faculty Senate and the Office of the Executive Vice President & Provost, the following elements are considered the minimum for all course syllabi at UNLV. This memo is posted on the [University Policies](#)¹ webpage in the Executive Vice President and Provost Policies & Forms section, Academic Year Memos, Syllabi Content, Minimum Criteria. If you have any questions, please contact Rainier Spencer, rainier.spencer@unlv.edu.

Thank you for including these items in your syllabi. Have a great year!

- **Name and number of the course**
- **Name of the faculty member**
- **Faculty member's UNLV e-mail address**
- **Faculty member's office location**
- **Faculty member's office telephone number**
- **If appropriate, teaching assistant's UNLV e-mail, office location, and telephone number**
- **Office hours for faculty member and, if appropriate, teaching assistant**
- **Learning outcomes for the course**
- **Required and/or recommended books and materials**
- **Required reading assignments, including those on reserve**
- **Library and information resources**
- **In-class and out-of-class assignments and due dates, if known**
- **Relative weight of assignments or description of rubric to be used in calculating course grade**
- **Date, time, and location of final examination, if known**
- **Any other class-specific information**
- **The following text and link—**
Please see the [Student Syllabus Policies Handout](#) for select, useful information for students. This document can be found at: https://www.unlv.edu/sites/default/files/page_files/27/SyllabiContent-MinimumCriteria-2018-2019.pdf

¹ <http://www.unlv.edu/about/policies/current-policies>