**ECPC Syllabus Checklist**

**Align Your Syllabi with EI/ECSE Professional Standards**

This checklist includes eight sections typically included in course syllabi and is designed to facilitate alignment of the course content and requirements with the EI/ECSE standards and components: Initial Practice-Based Professional Preparation Standards for EI/ECSE (2020). Your Institute of Higher Education (IHE) may require additional sections and/or content within sections of the syllabus. The checklist can be used as a self-assessment for the course(s) that you teach. It should be used as part of a program self-assessment when developing or revising the program of study. For sample syllabi, https://ecpcta.org/ihe-faculty/.

| |
|---|
| Name |
| University |
| Course number and title |
| Standards and Components Addressed |

| Syllabus Sections | Syllabus Content | Yes | No | Notes/Feedback |
|---|---|---|---|---|
| Course and Instructor Information | Course title, number, section | | | |
| | Date (semester and year) | | | |
| | Course meeting days and times | | | |
| | Course location: on-campus or virtual | | | |
| | Instructor's name and title | | | |
| | Instructor's office location and office hours | | | |
| | Instructor's phone number, email address, and web page | | | |

| Syllabus Sections | Syllabus Content | Yes | No | Notes/Feedback |
|---|---|---|---|---|
| | Course web page URL | | | |
| | Other information as required by the IHE | | | |
| Course Description | IHE approved course description, as in | | | |
| | Prerequisites and course requirements (e.g., field hours) as in catalog | | | |
| | Course format (e.g., lecture, on-line, hybrid, field work) | | | |
| Course and University Policies | Attendance | | | |
| | Academic integrity/dishonesty/plagiarism | | | |
| | Accommodations for students with | | | |
| | Course evaluation/grading | | | |
| | Late assignments/make-up work or exams | | | |
| | File type accepted (e.g., docx, pdf, etc.) | | | |
| | Other, based on individual instructor expectations and/or IHE policies | | | |
| Student Learning Outcomes/ Objectives reflect the Standard/ s and Component/s | Identify what the student will know and/or be able to do upon successful completion of course requirements | | | |
| | Each objective is operationalized with observable/measurable outcomes | | | |
| | Each objective identifies the EI/ECSE component | | . | |

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| Syllabus Sections | Syllabus Content | Yes | No | Notes/Feedback |
|---|---|---|---|---|
| Required Text and Supplemental Materials reflect the Standard/s and Component/s | Required text:<br><br>Align with standard(s) and component(s) addressed by course | | | |
| | Supplemental materials:<br><br>   Journal articles, etc.<br><br>   Websites<br><br>   Videos | | | |
| Topical Course Outline (table format) | Date/Week | | | |
| | Readings | | | |
| | Assignments/exams and due dates | | | |
| | Title of assignment | | | |
| | Standard(s) and component(s) being | | | |
| | Description of assignment (brief) | | | |
| Assignments | Scoring | | | |
| | Due date | | | |
| | Contribution to course grade | | | |
| Overall | Student can clearly identify how course objectives and outcomes are associated with specific EI/ECSE standard(s) and component(s) | | | |

Is the Standard/Component being covered in another class? If so, which one?