

Syllabus Checklist

References:

- ACCJC Reference Handbook, Standard II, A3
- CTA Agreement, Article 16, Section 4C and Peer Evaluation Form

Copies of the syllabus are to be sent to the division dean.

Syllabus Requirements

- **Instructors' Name**
- **SLO's**

Recommended Best Practices

Basic Information:

- Name of College
- Course Title
- Section and Reference Number
- Course Number
- Number of Units
- Day, Year, Time, Place of Class Meetings
- Final Exam Date/Time/Place
- Special Procedures/Safety (Labs) *(Requirement if applicable)*
- Special Event Days: Field Trips, etc. *(Requirement if applicable)*
- Office Location *(Optional for Part Time Instructors)*
- Office Hours *(Optional for Part Time Instructors)*
- At least one method of Contact: Phone, e-mail, etc.

Course Description:

- Catalog Description
- Course Prerequisites
- Syllabus Subject to Change (A Disclaimer)
- Attendance/Absence Policy
- Make-Up Exam/Quiz/Lab Policy
- Late Work Policy
- Percent/Points Possible and Grading Scale/Policy

Material:

- Required and Recommended Materials
- Software, Supplies, Equipment
- Notification of Additional Fees *(Requirement if applicable)*

Student Responsibilities:

- DSPS Accommodations

Other Elements

Schedule:

- Course Objectives/Outlines
- Incomplete Work
- Retakes/Resubmission
- Extra Credit/Work
- Last Day to Withdraw from the Course
- Schedule of Assignments, Papers, etc.
- Critical Dates for Exams or Other Work

Methods of Learning:

- Advice on Studying for Exams/Quizzes
- Advice on Reading Materials for Class
- Student Workload Policy

Resources:

- Copies of Past Exams/Model Papers
- Location of Class Materials
- Academic Support Services on Campus
- Internet Links/Resources

Course Disclaimers/Policies:

- Disclaimer Regarding Course Content
- Sexual Harassment
- Honesty Policy Regarding Cheating, etc. *(Reference Student Handbook)*
- Classroom Conduct
- Policy on Audio/Video Recording of Lecture
- Auditing Policy
- Cell Phone/Tablet/Technology Policy

Rights:

- Signature of Understanding of the Syllabus
- Chain of Command
- FERPA
- Instructor/Student Rights

Miscellaneous:

- Any other information that would help the students succeed in class