



# Syllabus Checklist

For a Comprehensive Course Syllabus



## References:

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

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

## Syllabus Requirements

- Instructors' Name
- SLO's

## Recommended Best Practices

Does your syllabus contain the following?

### Course Information:

- Name of College
- Course Title
- Section and Reference Number
- Course Number
- Number of Units
- Day, Year, Time, Place of Class Meetings

### Contact Information:

- 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)

### Schedule:

- Final Exam Date/Time/Place

### Safety:

- Special Procedures/Safety (Labs) (Requirement if applicable)
- Special Event Days: Field Trips, etc. (Requirement if applicable)

### Materials:

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

## **☒ Policies and Grading Methods:**

- ☒ Attendance/Absence Policy
- ☒ Make-Up Exam/Quiz/Lab Policy
- ☒ Late Work Policy
- ☒ Percent/Points Possible and Grading Scale/Policy

## **☒ Statement on Accommodations:**

- ☒ DSPS Accommodations

## **☒ Other Elements**

Would your students benefit from any of the following?

### **☒ Course Assessment:**

- ☒ 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
- ☒ Copies of Past Exams/Model Papers

### **☒ Resources:**

- ☒ Academic Support Services on Campus
- ☒ Location of Class Materials
- ☒ Copies of Past Exams/Model Papers
- ☒ Internet Links/Resources
- ☒ Policy on Audio/Video Recording of Lecture

### **☒ Course Disclaimers:**

- ☒ Disclaimer Regarding Course Content
- ☒ Sexual Harassment
- ☒ Honesty Policy Regarding Cheating, etc. ([Reference Student Handbook](#))
- ☒ Classroom Conduct
- ☒ Auditing Policy
- ☒ Cell Phone/Tablet/Technology Policy

### **☒ Miscellaneous:**

- ☒ Signature of Understanding of the Syllabus
- ☒ Chain of Command
- ☒ FERPA
- ☒ Instructor/Student Rights
- ☒ Any other information that would help the students succeed in class