**Syllabus Checklist**

**References:**
- 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
- Incompleted 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 Instructor Purview to Alter 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

(Approved: 9.16.15 Academic Senate)