



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