

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
- ☐ 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