

SYLLABUS CHECKLIST

Course Number _____

Section Number _____

Semester _____

Instructor _____

THE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:

- Course Title, Prefix and Number
- Instructor's Name, Office, Phone, Email, Office Hours, (w/five hours in-office availability)
- Coordinator's Name/ Phone/ e-mail
- Division Assistant Dean/ Phone/ e-mail
- Official Course Description including Prerequisites/Co-requisites
- Program/ Area Approved Course Objectives
- Course Requirements
- Grading Scale
- Course Outline
- Textbook/ Supplies (if applicable)
- Attendance Policy
- Late Work Policy
- Make-up Work Policy
- Withdrawal Policy
- *Gen. Education Competencies
 - Communicate Effectively*
 - Think Critically*
 - Learn Independently*
 - Examine Relationships in Diverse and Complex Environments*
- *Instructional Objectives (*Evaluation of Competencies*)
- *Weather or Emergency Closing Information

**All syllabi for general education courses must include these items:*

- Suggested Inclusions
- Special Accommodation Statement
- Reference to *Code of Student Conduct*
- Plagiarism/ Cheating Penalties
- Written Work Policy

INSTRUCTOR: _____
(Signature)

REVIEWED: _____
(Signature of Program/Area Coordinator)

DATE: _____