

## **SYLLABUS CHECKLIST**

Course Number	Section Number
Semester	Instructor
THE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:	
Course Title, Prefix and Nur	nber
☐ Instructor's Name, Office, Pl	hone, Email, Office Hours,
(w/five hours in-office availa	bility)
☐ Coordinator's Name/ Phone	/ e-mail
☐ Division Assistant Dean/ Ph	one/ e-mail
☐ Official Course Description i	ncluding Prerequisites/Co-requisites
☐ Program/ Area Approved Co	ourse Objectives
☐ Course Requirements	
☐ Grading Scale	
☐ Course Outline	
Textbook/ Supplies (if applicable)	
Attendance Policy	
Late Work Policy	
☐ Make-up Work Policy	
☐ Withdrawal Policy	
☐ SAP Statement	
☐ Weather or Emergency Clos	sing Information
☐ *Gen. Education Competend	cies
Knowledge of human	cultures
Intellectual and pract	ical skills
Personal and social r	esponsibility
Integrative and applie	ed learning
*Instructional Objectives (E	Evaluation of Competencies)
*All syllabi for general education	on 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: \_\_\_\_

Revised 03/12