

SYLLABUS CHECKLIST

Course Number _____
Semester _____

Section Number _____
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/Email (Part-time faculty)
- Division Assistant Dean/Phone/Email (Full-time faculty)
- 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
- SAP Statement
- Weather or Emergency Closing Information
Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are delayed, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages. For online classes, the classes will proceed as scheduled regardless of institutional closings.
- *Gen. Education Competencies
Knowledge of human cultures
Intellectual and practical skills
Personal and social responsibility
Integrative and applied learning
- *Instructional Objectives (*Evaluation of Competencies*)
**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)

Reviewed 07/17

DATE: _____