

BCTC Syllabus Checklist

(Syllabus Sample Template: <https://goo.gl/1KUMnm>)

Instructors are to complete and turn in to Area Coordinators one (1) checklist, per area, indicating ALL syllabi meet the guidelines.

Instructor Name:		Semester/Year:	
Course List with Section Numbers:			
All categories should be clearly labeled and in the same order on the syllabus. Items with ** may be in a different order.			
<input type="checkbox"/> Class-Section Information [Multiple sections of same course may be indicated on a single syllabus]			
	Official Course Title		Peoplesoft Course ID
	Prefix/Course Number/Section(s)		Semester/Year
<input type="checkbox"/> Instructor Information			
	Name/Email/Phone		<i>If Online course:</i>
	Office or Mailbox Location		Preferred method of communication
	Office Hours (5 in-office hours for FT faculty)		
<input type="checkbox"/> Division Information			
	Coordinator	(Name/Email/Phone/Office Location)	
	Assistant Dean	(Name/Email/Phone/Office Location)	
<input type="checkbox"/> Official Course Information			
	Course Description		<i>If Gen Ed Course: (Reference: https://goo.gl/J5f49B)</i>
	Prerequisites/Co-Requisites Information		** Gen Ed Competencies **
	Course Competencies/Objectives		** Gen Ed Learning Outcomes **
	** Outline/Schedule/Calendar with Topics**		** Instructional Objectives **
<input type="checkbox"/> Course Materials			
	Required Technology (computer requirements, internet access, access codes, publisher course fees, etc.)		
	Required Textbook/Supplies		Optional Textbook/Supplies
<input type="checkbox"/> Class Policies			
	Attendance/Participation Policy		Withdrawal Policy
	Class Requirements and/or Expectations		<i>If Online Course:</i>
	Late and/or Make-up Work Policy		Proctored Exam Requirements
	Grading Scale		Attendance verification or "No Show" policy
<input type="checkbox"/> ** College Policies and Resources ** [May use hyperlink: https://goo.gl/1zBfmk]			
	BCTC Website and Phone Numbers		BCTC Tutoring Services & Library Services
	BCTC Academic Calendar		BCTC IT Services & Open Lab Information
	Weather or Emergency Closing Information		Financial Aid / SAP Statement
	Student Code of Conduct		BCTC Withdrawal Procedures
	Title IX Information		<i>If Online Course:</i> Testing Services
	Accommodations Statement	[Required on syllabus even if hyperlink used]	
<input type="checkbox"/> Categories Above are Labeled and in the Correct Order (Items with ** may be included in a different order.)			
<input type="checkbox"/> Correct File Name Used (ex. MAT150-19Z1Partin)		Policy: https://goo.gl/62oEKK	
Instructor Signature:		Date Submitted:	
<input type="checkbox"/> Syllabi Approved as Submitted <input type="checkbox"/> Syllabi Approved with Minor Corrections <input type="checkbox"/> Syllabi Not Approved – Require New Submission & Checklist		Reviewer Signature:	
		Date Reviewed:	