

Course Number _____ Section Number _____

Semester _____

Instructor _____

**THE COURSE SYLLABUS INCLUDES THE
FOLLOWING CHECKED ITEMS:**

- _____ Course Title, Prefix, Number
- _____ Instructor's Name, Office Location,
Office Phone, Email, Office Hours
(w/ five hours in-office availability)
- _____ Coordinator's Name, Office Phone, Email
- _____ Assistant Dean's Name, Office Phone,
Email
- _____ Official Course Description including
Prerequisites/Co-requisites
- _____ Program/Area Approved Course Objectives
- _____ Course Requirements
- _____ Grading Scale
- _____ Course Outline (weekly schedule)
- _____ 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 & Complex
Environments*
- _____ *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)

DATE: _____
Revised 10/08