

## ***Syllabus Checklist***

yes		<b>Required Elements</b>
		Course title, prefix and number, section number
		Course credits
		Course co or prerequisites
		Instructor name, phone and e-mail address
		Office location and hours
		Required text and other materials
		Course description (see ACC Catalog)
		Course learning outcomes (see common course numbering on CCCS Web site)
		Attendance policy; makeup and late work policy
		Criteria for grading and grading standards
		Drop date for refund; date for withdrawal (see Banner roster)
		Statement of accommodations for students with disabilities (see sample syllabi in Faculty Matters)
		Statement of security (see sample syllabi in Faculty Matters)
		Statement of academic integrity (see sample syllabi in Faculty Matters)
		Statement of ACC e-mail expectation (see sample syllabi in Faculty Matters)
		Statement regarding the opportunity to evaluate the class online
yes	no	<b>Enhancements</b>
		Description of class format, expectations for class activities, teaching method
		Description of what students can expect from the Instructor, encouragement to seek the Instructor for help
		Course calendar, assignments per date
		Description of how to prepare for class, strategies for success, etc.
		Listing of support resources for students (see sample syllabi in Faculty Toolbox)
		Statement regarding extra credit
		Grading rubrics
		Description of special procedures for lab work, use of Testing Center, etc.