

Syllabus Checklist

Content in the Master Course Syllabi (CH, Course Descriptions, SLO's, etc MUST align with individual faculty syllabi)

CHECK THE TR MASTER SYLLABUS PROJECT SHAREPOINT

Instructor Information	Required	Recommended
Name	X	
CCC Email	X	
Phone	X	
Office Location	X	
Office Hours	X	
Course Information	Required	Recommended
Current Semester and Year	X	
IAI Code Prefix and Number (if applicable)	X	
CCC Course Name, Number and Section	X	
CCC Course Title	X	
Method of Delivery (face-to-face, hybrid, or online)	X	
Credit Hours	X	
Contact Hours	X	
Prerequisite(s) (list IAI codes for prereqs if applicable)	X	
Current Catalog Description	X	
Required Textbook(s)	X	
Section Information	Required	Recommended
Length of Course (# of weeks, class start/end dates)	X	
Class Meetings Days and Times	X	
Building and Room Number	X	
Course Objectives	X	
Methods of Instruction	X	

Methods of Assessing Student Outcomes	Required	Recommended
Student Learning Outcomes	X	
Course Requirements	X	
Methods of Evaluation	X	
Grading Scale	X	
Instructor Policies	Required	Recommended
Attendance	X	
Late and Make Up Work	X	
Active Pursuit Criteria	X	
College Policies	Required	Recommended
Administrative Withdrawal	X	
No Show Withdrawal	X	
Academic Integrity and Dishonesty	X	
Federal and State Statutes and Mandates	Required	Recommended
Americans with Disabilities Act (ADA)	X	
Family Educational Rights and Privacy Act (FERPA)	X	
Resources for Student Success	Required	Recommended
Tutoring		X
GradesFirst		X
Career Planning and Placement		X
Computer Labs		X
Learning Centers (Reading, writing, math, science)		X
Wellness Center		X

Detailed Topical Outline/Course Calendar	Required	Recommended
Speak to Time allocation (including homework) This could be a topical outline or items suggest below.	X	
<p><i>In the weekly schedule table should include expectations of students in regards to the workload for the course and important dates. While there are a variety of acceptable ways to communicate this information. (suggestions below)</i></p> <p><i>For each credit hour of class, there should be evidence of two hours of homework per week. For example, for a three credit hour class it should be generally apparent that six hours of homework are required weekly among readings, assignments, tasks, etc. More information on this will be shared during the semester, but you should begin reviewing your weekly syllabus in this context.</i></p>		
Date of each class session		X
Short descriptions of projected topic(s) and in class activities		X
Reading assignments with due date and chapter or article title listed (not just chapter number)		X
All other graded assignments with due dates and point and/or percentage values		X
General	Required	Recommended
Truman mission statement		X
General education goals		X