

COURSE SYLLABUS CHECKLIST

Course Information

- Course Name, Number, and Section
- Class Meeting Time, Location
- Prerequisites, if any
- List of GE requirements that course meets, if any

Faculty Contact Information

- Faculty Name and Title
- Office Number/Building
- Office Phone and Fax Number, E-mail Address
- Office Hours

Course Materials

- Required Readings/Texts
- Suggested Readings
- E-mail Account and Other Instructional Technologies
- Supplemental Instruction
- Course Packets, Other Materials

Course Description

- Goal/Rationale of the Course
- How the course will benefit the student and format so student understands what to expect.

Learning Objectives

- What the students will gain from your course. Why you chose these objectives as important.

Student Learning Outcomes

- Describe what the student will be able to do with the knowledge and skills they learn from course.

Teaching Philosophy

- What is your approach for teaching this course? What do you think students should do to best benefit from the course? Include your expected teaching methods and a statement regarding students' responsibility for their own learning. Describe faculty responsibilities.

Student Responsibilities

- Participation
- Homework
- Other Expectations
- Projects, including information on group processes
- Tests/Exams

Grading Policy

- Evaluation Policy including weight of each assignment, test, project, peer evaluation, etc. Use rubric to clearly delineate information.
- Extra Credit options (if any)
- Attendance/Lateness Policy
- Policy for Late Work
- Policy for Missed Tests

Course Calendar

- Class Meeting Dates
- Holidays/Other Non-meeting Dates
- Major Topics/ Areas of Discussion
- Due Dates for Readings, Assignments, Tests, Projects, etc. (pre-built function in Canvas)

OCC Policies

- Academic Honesty or Plagiarism
- Classroom Etiquette
- Disabled Students Program & Services Policy Statement.
- Accessibility Policy Statement
- Audio & Video Recording Prohibited Statement

Additional Resources:

- “How to make it work:” Tips for College Success
- Campus resources: [Student Success Centers \(Tutoring\)](#), [Computer Labs](#) (MBCC Computing Center, [Counseling](#), [Transfer Center](#), etc.
- Supplemental Instruction and On-line resource support.