Skyline College

Syllabus Checklist

(Red denotes required information)

Sample Course Syllabus: see Skyline College Faculty Handbook

**Course Information:**

_____ 1. Course title, number, and CRN
_____ 2. Class meeting day(s) and time(s)
_____ 3. Semester and year
_____ 4. Class meeting location (building name and room number)
_____ 5. Class units (e.g. 4 units)
_____ 6. Transferability of the course and degree applicability
   (i.e. whether the course is CSU and/or UC transferable and/or
    meets CSU GE, IGETC, and/or Associate Degree requirements.
    Please state if the course is not transferable or degree applicable.)

NOTE: Please add the following disclaimer to your syllabus:

*Information about course transferability and degree applicability is
updated on an annual basis. For the most current information about
course transferability, consult a Skyline College counselor
and/or ASSIST, the online transfer information database:
http://www.assist.org/web-assist/welcome.html*

*For the most current information regarding Associate Degree
requirements, please consult a Skyline College counselor and/or the
Skyline College Catalog:
http://skylinecollege.edu/catalog/*

_____ 7. Required textbooks, materials, and supplies
_____ 8. Course description
9. Course Student Learning Outcomes. These should match the SLOs on the Course Outline of Record (COR) for your course, which can be found on the CurricUNET website. Be sure to select the “active” version of your course to find the current SLOs:

http://www.curricunet.com/SMCCCD/search/course/

10. Units/topics to be covered and the estimated dates on which they will be covered

NOTE: The following disclaimer is recommended:
Course content and schedule are subject to change at the instructor’s discretion.

11. Reading assignments, including chapter(s) and/or page numbers

12. Homework assignments and/or projects and due dates

13. Tentative exam dates, format, and time allowed

14. TBA (To Be Arranged). If your course has TBA hours listed on the COR, you must include the following information in your syllabus:

   a. Statement that the TBA hours are required of all students
   b. The scheduled day(s) and times for completing the TBA
   c. Location for the TBA hours
   d. A list of the assignments students must complete for TBA hours

Additional Course Information:

1. Course prerequisites, co-requisites, and/or advisories (see the COR on CurricUNET for this information)

2. Recommended textbooks, materials, and supplies

3. Lab availability (computer labs, language labs, science labs)
4. Available support services (e.g. Learning Center, Library, Counseling, Student Services)

5. Extra-credit assignments

**Faculty Information:**

1. Your name
2. Voice mail phone number / office phone number
3. E-mail address
4. Office hours (full-time faculty only)
5. Office location (building name and room number, full-time faculty only)
6. Website
7. Other contact information

**Grading Scales, Policies, and Evaluation Criteria** for any of the following that you may assign in your course:

1. Exams (points or percentage of grade)
2. Quizzes (points or percentage of grade)
3. Homework (points or percentage of grade)
4. Writing assignments (depending on the discipline, may need to be at least 25% of semester grade)
5. Class participation (points or percentage of grade and the specifics of how these points will be awarded)
6. Other graded work
7. Grading scale for the final semester grade

NOTE: The grading criteria for all course work and the final semester grade must be very clear.
Important Dates:

1. Drop deadlines (see schedule of classes for these dates)
2. Holidays (see calendar in schedule of classes)
3. Final exam date and time (see final exam schedule in schedule of classes). Any changes to the scheduled final exam day or time must be approved by the Dean.

Policy Statements Regarding:

1. Attendance (Note: You may not use attendance for grading)
2. Withdrawing from the course (in line with college policies)
3. Plagiarism
4. Punctuality
5. Late work
6. Make-up policy
7. Homework
8. Extra credit
9. Use of computers, cell phones, PDAs, etc, in the classroom
10. Classroom visitors (not allowed)
11. Food and drink in the classroom
12. Other behavioral issues that are important to you as the instructor

Academic Integrity/Honesty and Student Code of Conduct

See the Skyline College Catalog, “Student Rights and Responsibilities,” for College policies.
Accommodations for Students with Disabilities

Please include the following statement in your syllabus:

“Reasonable accommodations will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the Disability Resource Center office (DRC) at (650) 738-4123.”

http://www.skylinecollege.edu/disabilityresources/index.php

Student Support Resources:

http://skylinecollege.edu/catalog/studentresources/

Approved by the Skyline Curriculum Committee on April 1, 2015.