Appendix C: Skyline College Syllabus Checklist*

Sample Course Syllabus: see *Skyline College Faculty Handbook*

NOTE: The order and presentation of information is at the instructors' and divisions' discretion.

I. Essential Information

_____ Instructor's name

_____ Office hours and location (full-time faculty and part-time faculty who have been assigned office space)

_____ Office phone number and/or District e-mail address

_____ Course title, number, and CRN (Course Record Number)

_____ Class meeting day(s) and time(s)

_____ Semester and year

_____ Class meeting location (building number/name and room number)

_____ Class units (e.g. 4 units)

_____ College Catalog course description

_____ Student Learning Outcomes.
These should match the SLOs on the Course Outline of Record (COR) for your course, which can be found on CurricUNET. Be sure to select the "active" version of your course to find the current SLOs.
NOTE: SLOs ON SYLLABI ARE REQUIRED BY ACCJC ACCREDITATION STANDARDS.

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

_____ **REQUIRED NOTE -- INCLUDE THE FOLLOWING DISCLAIMER:**

> *Official information about course transferability and degree applicability is stated in the Skyline College Catalog.*
>
> *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/

_____ Required textbooks, materials, and supplies

_____ Final exam date and time (see final exam schedule in the Class Schedule). Any changes
   to the scheduled final exam day or time must be approved by your dean.

Clear Grading Scales, Policies, and Evaluation Criteria

_____ Exams (points or percentage of grade)

_____ Quizzes (points or percentage of grade)

_____ Homework (points or percentage of grade)

_____ Writing assignments (points or percentage of grade)

_____ Class participation (points or percentage of grade and the specifics
   of how these will be awarded)

_____ Other graded work

_____ Grading scale for the final semester grade

TBA (To Be Arranged) – [If applicable]

_____ If your course has TBA hours included on the course outline, you must include the
   following information in your syllabus:

   _____ a. Statement that TBA hours are required of all students
   _____ b. Scheduled day(s) and times for completing the
      TBA
   _____ c. Location for completing the TBA hours
   _____ d. List of the assignments students must complete for TBA hours
   _____ e. Date by which students must commence work on TBA hours

   NOTE: TBA INFORMATION, IF APPLICABLE, IS REQUIRED ON SYLLABI BY TITLE 5 OF THE CA CODE OF REGULATIONS.

Accommodations for Students with Disabilities

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

Title IX Statement
Recommended statement:

> The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. http://smccd.edu/titleix/

> To learn more about these issues and how you can help prevent them, you are encouraged to view the **Not Anymore** videos, which can be found on **WebSMART** under the **Student Services** link. Click on Not Anymore Video

Academic Integrity/Honesty and Student Code of Conduct

See the Skyline College Catalog, "Student Rights and Responsibilities," for College policies.

II. Recommended Information

A. Additional Course Information (optional)

_____ 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 reasonable change at the instructor's discretion.*

_____ Reading assignments [chapter(s) and/or page numbers]

_____ Homework assignments and/or projects, and due dates

_____ Tentative exam dates, format, and time allowed

_____ Recommended textbooks, materials, and supplies

_____ Lab availability (computer labs, language labs, science labs, etc.)

_____ Available student support services and resources (e.g. Learning Center, Library, Counseling, Student Services, etc.)
http://skylinecollege.edu/catalog/studentresources/

_____ Extra-credit assignments

_____ Warnings of potential pitfalls and advice/strategies for avoiding them

_____ Recommendations for staying on track

B. Additional Faculty Information (optional)
_____ Website

_____ Other contact information

C. Additional Important Dates (optional)
_____ Drop deadlines (see Class Schedule)

_____ Holidays (see Class Schedule)

D. Policy Statements (optional)
_____ Attendance (Note: You may not use attendance for grading)

_____ Withdrawing from the course (in line with College policies)

_____ Plagiarism

_____ Punctuality

_____ Late work

_____ Make-up policy for missed assignments, exams, etc.

_____ Homework

_____ Extra credit

_____ Use of computers, cell phones, PDAs, etc, in the classroom

_____ Classroom visitors (not allowed)

_____ Food and drink in the classroom

_____ Classroom safety/health
(See the Skyline College Public Safety website:
http://skylinecollege.edu/publicsafety)

_____ Other behavioral issues that are important to you as the instructor

*Approved by the Skyline College Academic Senate, September 17, 2015
Updated December 2015