

# Course Syllabus Checklist

As the official learning plan for the course, the syllabus provides comprehensive information about learning outcomes, learning activities, course operations, assessment requirements, and support services. The following minimum components need be included in every course syllabus:

## 1. College Information

- College name
- College address
- Term and year

## 2. Course Information

- Course identification (e.g., SOC204)
- Course title (e.g., General Sociology)
- Course description (directly from approved course outline- may be expanded upon)
- Course registration number (CRN)
- Credit hours
- Class location (include lab location as applicable)
- Meeting times (include day(s) and time(s) class/lab meet)
- Prerequisite(s): (Minimum course, technology, and student skill requirements, and, if applicable, Pre-requisite knowledge clearly stated)

## 3. Instructor Contact Information

- Instructor name
- Office location (full-time faculty)
- Mailbox location (for part-time faculty to use to receive student messages and homework)
- Office hours (full-time faculty)
- Phone or pager (specify appropriate times for students to contact you and the expected response time to student calls. For example: within 24 hours)
- E-mail address - College designated email required for all emails to students (specify expected response time to student emails. For example: within 24 hours)
- Web site address (if applicable)

## 4. Textbook, Software, Supplies, Equipment and Tools

- Required textbooks, software packages or equipment students must purchase
- Recommended texts, supplies, equipment, tools, software that enhance student learning

5.  Statewide General Education (AAOT) Outcomes (Enter from General Education section of College catalog)

6.  Performance Based Learner Outcomes (directly from approved course outline)

## 7. Grading Criteria

- Specify grading scale and standards
- Specify overall criteria for assigning a course grade (class participation, exams, projects, etc)
- Extra credit options (as applicable)
- Indicate grading options: Audit, A-F, Pass/No Pass

## 8. Course Calendar or General Plan of Class Meetings and Assignments

- Dates of learning activities (assignments, projects, readings, etc.)
- Dates for learning assessments (quizzes, exams, etc.)
- Dates for special in-class activities (guest speaker, films, etc.)
- Lecture and discussion topics

9.  Instructor Procedures and Institutional Policies (Additional procedures/expectations may be added)

Institutional Policy Statements that **Should** be Incorporated into Your Syllabus

Academic Honesty **[To be added to all credit course syllabi]**

Go to <http://www.chemeketa.edu/aboutchemeketa/collegelife/academichonesty/> for sample statements, policies, and violation penalties. Use this link to assist you in incorporating into your syllabus how you will determine and handle violations.

## Diversity [To be added to all syllabi]

*We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.*

## Students with Disabilities [To be added to all syllabi]

Accommodations are collaborative efforts between students, faculty, and the Disability Services' office. Students with accommodations approved through Disability Services are responsible for contacting the faculty member in charge of the course, ideally prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through Disability Services should contact V/TTY 503.399.5192 or [disability@chemeketa.edu](mailto:disability@chemeketa.edu).

## Affirmative Action [To be added to all syllabi]

*It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.*

## Additional Statements that **May** be Incorporated into Your Syllabus

### Advising and Counseling [To be added to credit course syllabi]

*Recent research indicates that community college students who seek out academic advising are more likely to meet their educational goals. Meeting with an advisor can help:*

- *clarify your academic and life goals,*
- *choose classes that prepare you for a career, and*
- *ensure whether your credits will transfer to another institution.*

*Advising is available by making an appointment at Counseling and Career Services in Building 2 (503-399-5120 or [advising@chemeketa.edu](mailto:advising@chemeketa.edu)). In addition, you may want to explore My Game Plan, an electronic educational planning system at <http://my.chemeketa.edu>. Instructors are also available to discuss class, degree, and career options. Start planning now.*

### Attendance and Participation

*Students are expected to attend and participate in class meetings, laboratories (as applicable), and field trips (as applicable). A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. The option of making-up course work is at the discretion of the instructor. [Add your specific criteria for absences and make-up work]*

### Cell Phone and Pager

*Chemeketa Community College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, study centers, and testing areas. Cell phones and pagers must be used outside these facilities.*

## 10. Student Services and Resources (resources, websites, College services for student success)

- Library Services: Bldg. 9, Rm. 200, 503-399-5043
- Math Learning Center: Bldg. 3, Rm. 277, 503-399-3998
- Online resources (Add web resources that will benefit your students)
- Other (Add miscellaneous resources that will benefit your students)
- Open computer labs: Bldg. 6, Rm. 218 and in Bldg. 9/Library
- Study Skills Center: Bldg. 2, Rm. 212, 503-399-5162
- Tutoring Services: Bldg. 2, Rm. 210, 503-399-5190
- Writing Center: Bldg. 9/Library, 503-399-7179