

## Syllabus Checklist

### Required:

- \_\_\_ College name
- \_\_\_ Course Name
- \_\_\_ Course Number
- \_\_\_ Semester and Year
- \_\_\_ Instructor name
- \_\_\_ Office location
- \_\_\_ Office hours
- \_\_\_ Telephone
- \_\_\_ Email address
- \_\_\_ Course description (from KCTCS catalog)
- \_\_\_ Required textbooks and ISBN
- \_\_\_ Course competencies
- \_\_\_ General Education competencies\*

Note: a listing of all general education competencies is required for general education classes; technical education classes should select appropriate general education competencies)

- \_\_\_ Course outline
- \_\_\_ Grading criteria
- \_\_\_ Attendance policy/statement
- \_\_\_ Late assignments/make-up exam policy
- \_\_\_ Withdrawal policy
- \_\_\_ Disability accommodations statement (provided)\*
- \_\_\_ QEP/Professional Standards statement and link\*
- \_\_\_ Student Code of Conduct statement and link\*

### Optional:

- \_\_\_ Required supplies
- \_\_\_ Suggested readings and/or texts
- \_\_\_ SNAP information/link\*
- \_\_\_ Student support services/links
- \_\_\_ Technology/media component
- \_\_\_ Academic dishonesty policy with reference to Student Code of Conduct

\*Samples available at <http://.....>