

SYLLABUS CHECKLIST

A clear syllabus gives students a sense of a course structure and should be distributed by the instructor
All Instructors teaching for Palo Verde College should include everything with the * to a syllabus

SYLLABUS CHECKLIST	(X)	EXPECTATIONS	FULL-TIME	PART-TIME	F2F	CORR.	ON LINE	OTHER INFORMATION
		* Course Number, Title and Section #	*	*	*	*	*	
		* Instructor's Name, Business e-mail & phone number (or correspondence number (NO personal Information))	*	*	*	*	*	
		* Semester and Year Information	*	*	*	*	*	
		* Course Units	*	*	*	*	*	
		* Instructor's Office Hours(5 hours over 4 days) and office location	*		*	*	*	Optional for P/T NO location required
		* Meeting Pattern(Days & times) Face to Face classes only	*	*	*			
		* Textbook (s) Information	*	*	*	*	*	
		* Course Pre-requisites	*	*	*	*	*	
		* Course Description from the Catalog-WORD FOR WORD	*	*	*	*	*	
		* Course Objectives- From Approved Course Outline (COR)	*	*	*	*	*	
		* Student Learning Outcomes (SLO) from the COR	*	*	*	*	*	
		* Grading Standards	*	*	*	*	*	
		*Final Exams- Always during Week of Finals	*	*	*	*	*	
		*Timeline information regarding feedback to students	*	*	*	*	*	
		* No Show Policy/reference- https://govt.westlaw.com - § 58004. Application of Census Procedures	*	*	*	*	*	
		* ADA Accommodations- refer to College Catalog for info.	*	*	*	*	*	
		* Faculty Initiated Assignments/minimum of 7 Contacts for Correspondence Modality courses	*	*	*	*	*	
		* Calendar of meeting dates, topics of Instructional units to be covered and assignments due dates	*	*	*	*	*	
		* Unique Instructor Requirements (exams proctored, calculators required, etc.)	*	*	*	*	*	
		* Ground Rules or Policies pertaining to Attendance/late work / Make-up exams, Extra Credits, etc.	*	*	*	*	*	
		* Academic Honesty Policy(From College Catalog or web.)	*	*	*	*	*	
		* Library and Tutoring Availability	*	*	*			
		* Course Bridge/Canvas Information	*	*	*		*	
		* Direction to the Distribution and Returning of Course Work	*	*	*	*		
		* Correspondence Office for all Correspondence Courses (Mailing and Phone Number 760-921- 5568)	*	*		*		Or 760-921-5500 College Campus
		Instruction and Student Services Office For Face to Face & Online	*	*	*		*	Tel. # 760-921-5468
		Other Required Materials						
		Norms of Classroom Behavior						