



Instructor/ Class Syllabus Review Checklist

ACC students will be provided clear statements of course expectations, requirements, and policies of the faculty. A well-developed course syllabus is essential for accomplishing the objective, and can be critical when responding to student concerns regarding grades or other classroom policies.

Faculty Instructions: Use the checklist below to verify that ALL applicable items are included in your syllabus. When complete, submit this form to your Task Force Chair/Program Coordinator along with the required items in the portfolio.

Faculty Name (please print) _____

Course Name, Number, Section Number and Synonym _____ **Semester/Year** _____

Syllabus Item	Instructor	Evaluator
1. Heading		
Instructor Name		
Course Name and Number		
Section Number and Synonym		
2. How to Reach the Instructor		
Office Hours		
Office Location and Number		
Phone, Email, etc.		
Conferences		
*3. Course Description		
4. Required Texts/Materials		
*5. Instructional Methodology		
*6. Course Rationale		

* Course Master Syllabus Components

Syllabus Item	Instructor	Evaluator
7. Course Objectives/Outcomes		
*Discipline Objectives/Outcomes		
Instructor Objectives/Outcomes		
*8. Grading System		
*9. Course Policies		
Attendance		
Withdrawal		
Incomplete		
Scholastic Dishonesty		
Academic Freedom		
Student Discipline		
OSD Statement		
10. Course Outline/Calendar		
11. Testing Center Policy (If Applicable)		

Instructor Date

Evaluator Date