

Instructor / Class Syllabus Checklist

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

Please use the checklist below to verify that ALL applicable items are included in your syllabus. This form should also be submitted to the department chair along with the other required items in your faculty portfolio.

M = Mandatory **S** = Included in course master syllabus **F** = Faculty's handout
C = SAMPLE Course Policy Statements **L** = SAMPLE Class Policy Statements
P = CDP Eligibility Field Experiences Policy

Course Section/Term Specific Information			Course Policies & Expectations <i>(non Lab Policies)</i>		
M F	Synonym & Section Number		M F	Missed Exam Policy	
M F	Course Number & Title		M F	Late Work Policy	
M F	Campus, Room, & Time		M F L	Attendance Policy	
M S	Course Description	✓	F	Class Participation Expectations	
M S	Prerequisites & Co requisites	✓	M F L	Withdrawal & Rule of 3 Policy	✓
M S	Required Texts & Materials	✓	M F L	Incomplete Grade Policy	✓
M S	Instructional Methodology	✓	M F L	Statement on Students W/ Disabilities	
M S	Course Rationale	✓	M F L	Statement on Scholastic Dishonesty	
M S	Course Objectives / Outcomes	✓	M F L	Statement on Academic Freedom	
F	Instructor Course Objectives / Outcomes		F L	Testing, & Technology Statement	
M F	Course Calendar		F L	Professional Ethics Statement	
Instructor Information			Lab Policies & Expectations		
M F	Faculty Name		F C	Lab Policy Statement (hrs. of lab required Lab/Field Work Agreement)	
M F	Phone Numbers , E-mail & Web Site		M F C	Statement on Lab Expectations	✓
M F	Office Location & Hours		M F P	*Child Development Department's Eligibility Field Experiences Policy	
Grading Information			F C	Lab Pass Statement	
M F C	Grading System				
M F	Exam Structure				
M F	Exam (Due) Dates				