

## Department of Physics, Astronomy, and Engineering - Syllabus Review Checklist

Syllabus Item	Instructor	Evaluator	Syllabus Item	Instructor	Evaluator
<b>Heading</b>			<b>Student Learning Outcomes</b>		
Course name and number, synonym, and section			Course level outcomes		
Instructor's name			General education learning outcomes		
Semester and year			<b>Course Policies</b>		
<b>Class and Contact Information</b>			Attendance/Class participation		
Class hours			Grading system		
Lab hours			Homework policy		
Class location			Exam and test policies		
Lab location			Missed work and late work policies		
Email			Lab policies		
Office phone number			Withdrawal policy		
Office hours			Incompletes		
<b>Basic Course Information</b>			Scholastic dishonesty		
Course description			Student rights and responsibilities		
Course rationale/objectives			Students with disabilities		
Course prerequisites			Safety statement		
Instructional methodology			Use of ACC Email Communication		
<b>Texts and Materials</b>			Testing Center Policy (if applicable)		
Required text(s)			Student and Instructional Services		
Required materials			Course Outline/Calendar		
Optional text(s)			<b>College Policies</b>		
Optional materials					