

DIVISION OF CONTINUING EDUCATION
COURSE/INSTRUCTIONAL MATERIALS CHECKLIST FORM

Faculty Member: _____

Course Title and Section: _____

Year and Semester: _____

CHECKLIST FOR COURSE SYLLABUS

- ___ 1. Instructor's Name
- ___ 2. Course Title/Number
- ___ 3. General course description (according to College catalogue)
- ___ 4. All required texts and paperbacks, including information on publisher and edition used
- ___ 5. Course Topics and/or assignments and/or required and/or supplemental reading
- ___ 6. Teaching procedures (briefly describe)
- ___ 7. Instructional objectives (list)
- ___ 8. Basis for student grading
- ___ 9. Procedure (criteria) for evaluating student performance
- ___ 10. Tentative Test Schedule/Assignment(s) Schedule
- ___ 11. Attendance Policy