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