

**Form DCE-E1**

**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