

**SMC Academic Senate Student Affairs Committee
Syllabus Checklist**

	YES	NO	Not Applicable	Comments
Course Information:				
Course Title				
Course Number				
Credit Hours				
Prerequisites				
Permission from Instructor Required				
Classroom location				
Lab or Other location				
Meeting Days				
Class Hours				
Department Location				
Web page				
Instructor Information:				
Full Name				
Title				
Office Location				
Office Phone Number				
Office Hours				
Website				
E-mail Address				
Other Contact Info (If no phone or e-mail)				
Department Phone Number				
Texts, Readings, Materials:				
Textbook Authors, Titles, Edition				
ISBN Numbers				
Textbook Price(s)				
Supplementary Reading				
Supplementary Reading Prices				
Course Description/Objectives:				
Catalog description				
Prerequisites				
Necessary Entry Skills				
General Course Content				
Instructional Methods				
Class Decorum				

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	YES	NO	Not Applicable	Comments
General Course Objectives				
Objectives for Students				
Description of Major Assignments				
Course Calendar/Schedule:				
Readings				
Homework				
Assignments				
Paper Due Dates				
Exam Dates				
Quiz Dates				
Required Special Events				
Course Policies:				
Attendance				
Lateness				
Class Participation				
Missed Exams				
Missed Quizzes				
Missed Assignments				
Lab Safety/Health				
Honor Code				
Academic Code of Conduct				
Grading				
Withdrawals				
Support Services				
Extra Credit				
Emergency Evacuation Procedures				
Other:				
Students with Disabilities Statement				
Statement to Cover Possible Changes in Syllabus				

Adapted from: Penn State Teacher II - Preparing a Syllabus