*Sterling College*

*Syllabus Review Checklist*

# Instructor Information

Name

Office Location

Contact Information (email, office phone, and preferred method of communication)

Office Hours

# Course Information

Course Code/Number and Credit Hours

Course Title

Semester and Year

Meeting Place and Time

Textbook Information

Course Description (This must match the current catalog and should reflect required prerequisite info)

Performance Outcomes/Course Objectives (These **must** align with program objectives as outlined in the program matrix) (Courses required for Education or Athletic Training must include any program-specific accreditation requirements)

# Instructor Specific Policies/Info (must be included, but may vary by instructor)

Grading Policy: Grading procedures, scale, required assessments. Must include objective measures of learning that define how a student earns his or her grade.

Classroom Behavior Policy

Attendance Policy

Late Work Policy

Specific Course Expectations: required course materials, supplies, attire,

Electronic Communication (how will instructor communicate with students and how students should communicate with instructor)

Additional Information (course references, helpful hints, course/discipline specific vocabulary, etc)

Course Outline/Daily Schedule

# Institutional Statements (Must use standard template wording)

Academic Integrity Policy

Final Exam Policy

Academic Support Office

Statement of Nondiscrimination

Disability Accommodations

Title IX Statement