*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