Syllabus Checklist

Compiled and Edited by the Student Success Committee: Syllabus Sub-Committee

Course Requisite Information:
- Pierce College
- Course Section
- Course Location
- Course Meeting Time
- Course prerequisites or co-requisites (if applicable)
- Course Description and/or Objectives
- Course Student Learning Outcomes (if possible to be consistent with current COR)

Instructor Requisite Information:
- Instructor Name
- Instructor Contact Information:
  - Office Hours
  - Email Address
  - Phone Contact
  - Faculty Webpage URL (if applicable)
  - Department Webpage URL (if applicable)

Book Information:
- Authors last name and first two initials of first and middle name
- Title of book
- Edition
- Publication: publisher, copyright date

Topics & Scheduling Information: Essential
- Dates of each meeting with topic intention
- Required reading or other preparation
- Dates of exams, quizzes and other assignments
- Final Exam Timing
- Description of requisite assignment(s) – short description on the syllabus, more detailed information of assignment(s) on the website.
- Date to drop without a “W”
- Date to drop with a “W”

Grading Information:
- Proportional weight of each graded exam, quiz, papers, projects, attendance or whatever else.
- Criterion for obtaining course grade (e.g. 89.5% or higher earns an A)
- Extra credit (if applicable)
Essential Resources:
- Special Services
- Drop/Census Policy
- Academic Dishonesty Consequences
- Disruptive Behavior Consequences
- Center for Academic Success/The Learning Center
- Library
- Writing Lab
- Computer Lab
- Financial Aid
- Counseling
  - EOPS
  - Career Transfer Center
  - Cal Works
  - Assist.org
  - Personal Development
- Student Success Workshops
- Health Center
- Book Store
- Copy Tech

Additional Optional Information:
- Tardy/Leaving Early Policy
- Attendance Policy
- Grading Rubrics for requisite course assignments
- Advice/Information about Student Success (e.g. samples of questions likely to be on quizzes or exams)
- Procedures Unique to Your Course (e.g. group assignments, panel discussion, poster presentations)

General Tips
- Use bold headings to emphasize important sections of your syllabus
- You can put part of your syllabus online to save paper

For an electronic version of this document, go to:
www.piercecollege.edu
Click "Faculty and Staff"
Click “Student Success Committee”
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