

Wayne County Community College District District Division of Educational Affairs Course Syllabus Review Checklist

The course syllabus is the main form of communication between the instructor and the student that informs of expectations of teaching and learning in the classroom.

It clearly outlines basic information (e.g. name of course, course CRN, building and room number the class will meet) as well information to communicate with the faculty (i.e., faculty name, email address, faculty office location office hours and availability). Additionally, course content, goals, learning competencies, objectives and prerequisite requirements, detailed assignment expectations and schedule/weekly calendar of assignments, clearly defined grading criteria (point scale) and method of assessment/evaluation scheme, current discipline textbook and materials, academic policies, and your approach to teaching. Other information that can be included includes lab use and/or safety procedures, guidelines for papers/reports, additional support services, Library/LRC, community resources, etc.

By starting with the course syllabus template on the website, faculty have the ability to incorporate selected items to maintain course consistency. *Access:* Course syllabi on the District's website at www.wcccd.edu; <http://www.wcccd.edu/dept/courseSyllabi.htm>.

A good syllabus, with clearly articulated goals (e.g. policies related to attendance, class participation, late/missing assignments and exams, and academic dishonesty/plagiarism, and expectations of scholarship) benefits both faculty and students. It clearly defines expectations for teaching and learning and provides a clearer sense of how to achieve and be deemed accountable. Using this thirteen point checklist will help to keep you on track in providing students with the necessary course information.

The following procedural requirements (WCCCD Faculty Handbook) listed below, are required to be included in the course syllabus and submitted for review to each of your local campus of instruction two (2) weeks prior to the beginning of class or seven (7) days after assignment acceptance:

1. **Course Name, Course Identification Number, Course Reference Number (CRN), Credit Hours, Hours of instruction and Location;**
2. **Pre-requisites/Co-requisites** (*from the current academic catalog*) ;
3. **Course Description** (*from the current academic catalog*),
4. **Faculty Name, Faculty Office Hours, Office /Contact Number and email address;**
5. **Textbook and Supplies** (*required and recommended*) ;
6. **Course Goals/Objectives** (*as outlined on the website*) ;
7. **Course Expected Learning Outcomes** (*as outlined on the website*) ;
8. **Weekly schedule of topics, Assignments and Due dates;**
9. **Assignment expectations and Guidelines;**
10. **Instructional Strategies and Grading Criteria** (*point scale*);
 - a. How students will be evaluated, grading rubrics,
 - b. Assessment methods (tests, exams, written papers, portfolios etc.)
11. **Withdrawal Dates, Incomplete Policy;**
12. **Course Calendar/Outline**, (other e.g. field trips);
13. **Classroom Policies** (*to include but not limited to*):
 - a. Academic Dishonesty (plagiarism, software)
 - b. Attendance policy and procedure, absences and tardiness

- c. Classroom behaviors, expectations and consequences
- d. Late or missing assignments, Makeup exam policy
- e. Support services