

Form DCE-E1

DIVISION OF CONTINUING EDUCATION
COURSE/INSTRUCTIONAL MATERIALS CHECKLIST FORM

Faculty Member: _____

Course Title and Section: _____

Year and Semester: _____

CHECKLIST FOR COURSE SYLLABUS

- _____ 1. Instructor's Name
- _____ 2. Course Title/Number
- _____ 3. General course description (according to College catalogue)
- _____ 4. All required texts and paperbacks, including information on publisher and edition used
- _____ 5. Course Topics and/or assignments and/or required and/or supplemental reading
- _____ 6. Teaching procedures (briefly describe)
- _____ 7. Instructional Objectives (list)
- _____ 8. Basis for student grading
- _____ 9. Procedure (criteria) for evaluating student performance
- _____ 10. Tentative Test Schedule/Assignment(s) Schedule
- _____ 11. Attendance Policy