

**Division of Continuing Education**  
**Form DCE-E1**  
**Course/Instructional Materials Checklist Form**

Faculty Member:	
Course Title and Section:	
Year and Semester:	<b>Fall 2011</b>

**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