

Syllabus Checklist Spring 2017

Here is a list of items that are required on your syllabus because of either the contract or accreditation. **Remember that your syllabus is a contract with your students, so it is important that these items are on it.**

Please go over your syllabus before you print it to make sure all of these items are included.

- ✓ **Course name and semester of instruction**→ Example: Math B60 Spring 2017
- ✓ **Name of instructor and contact information**→ Example: Freddy Faculty <<email address>>, and <<office phone number>>
- ✓ **Office hours and location**→ Note that full-time faculty are required to do 5 hours per week, and adjuncts must do 30 minutes per week for each section they teach.
- ✓ **Catalog description**→ Go to the link below for 2016-2017 to find catalog descriptions for each of your courses.
https://www.bakersfieldcollege.edu/sites/bakersfieldcollege.edu/files/1617Catalog_Courses.pdf
- ✓ **Student Learning Outcomes**→ See attachments to this email for the course(s) you are teaching. Include the first 3 (our new SLOs) and the 4th (our old SLOs) which are listed as Course Objectives
- ✓ **Required textbook and other materials**→ Include textbook title, author, edition, and ISBN, but note that the edition is not listed on our custom textbooks in the BC Bookstore, and the ISBN for the custom book may be different from a textbook that is bought or rented online.
- ✓ **Performance evaluation methods**→ These items include what you use to calculate student's grades, for example homework, quizzes, labs, presentations, exams, etc...
- ✓ **Course grading policy**→ How do you calculate a student's grade? What constitutes an A, B, C, D or F in the class?
- ✓ **Course attendance and drop policies**→ Note that it is BC policy that you may drop students if they are absent the equivalent of 2 weeks of class. Also, if they miss class during the first two weeks of the semester without contacting you, a student may be dropped from the course to make room for students who are on the waitlist.
- ✓ **Any classroom policies**→ Examples: Could include use of cell phones, what type of calculator students are allowed to use on exams, consequences of cheating or any other policy you plan on implementing during the semester.
- ✓ **Course content outline OR Weekly schedule of assignments**→ These can be in the syllabus or passed out as a separate page. Essentially, there needs to be evidence of a plan to teach the topics for the course. A Course Content Outline would have the chapters listed and the number of days/weeks you will spend on each. A Weekly Schedule of Assignments would look more like a calendar that has what you are planning to do for each day. It is recommended that you include the statement, "This outline (or schedule) is tentative and is subject to change." in case you need to adjust anything during the semester.
- ✓ **Current DSPS statement**→ *Students with disabilities needing accommodation, including those who had an IEP or 504 plan in high school, should make requests to Disabled Students Programs and Services, [Counseling Center, CSS 40CSS Building 1st floor](#) or Delano room 1001. Or, call 661-395-4334 at BC, or 661-720-2000 in Delano. All requests for accommodations require appropriate advance notice to avoid a delay in services. Please discuss approved accommodations with me so we can work together to ensure your access and success at BC.*

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