

## Course Syllabus Checklist

**Background:** All instructors are required to provide a course syllabus to their students during the first week of the term. This may be either a printed copy or an electronic copy placed within the college course management system. A copy must also be sent electronically by the end of Week 1 to the department administrative assistant who will store it on the I-drive.

Each course syllabus must include the course description printed in the current BMCC Catalog and three to five (3 to 5) course outcomes. Course outcomes are specific statements regarding what students will know or be able to demonstrate once they successfully complete the course.

The course syllabus shall include, at a minimum, the following information:

### Syllabus Checklist:

1. Course title, number, and approved catalog description
2. Term and instructor's name
3. Instructor's contact info (include policy for returning phone calls or emails\*)
4. Course outcomes
5. Instructor Office Hours (FT faculty-7 hours/week; PT faculty—flexible 1 hour/course)
6. Instructor's method of evaluation and grading policies
7. Instructors attendance policies for the class
8. Other course policies (ie. cell phone use, extra credit, etc.)
9. A list of the general topics, assignments, including possible dates for tests, quizzes and projects
10. A list of any required textbooks, and other required materials used in the course
11. Policy regarding academic honesty (cheating or plagiarism) with reference to Student Code of Conduct <http://www.bluecc.edu/home/showdocument?id=2586>
12. Teaching methods used by the instructor (be specific if this is an online, Zoom or blended class)
13. ADA statement: "If you have a disability that may need accommodation or academic adjustment, please contact the Student Health & Wellness Resource Center at 541-278-5965."

\*It is highly recommended that instructors return student emails or phone calls within 24-48 hours during the work week.

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