

Instructor: _____ Course: _____ Year & Term: _____

From the Dean of: ☐ Arts & Sciences ☐ Basic Skills ☐ Student Services
☐ Grandview Campus ☐ Workforce Education

YVCC Course Syllabus Checklist

	<u>Element</u>	<u>Present</u>	<u>Needs Clarification</u>	<u>Not Applicable</u>
1.	Course Name & Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Academic term & year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Instructor's Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Instructor's Office Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Telephone Number & E-mail Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Name of Text/Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Description of Required Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Attendance Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Late Assignments/Make-Up Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Course Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Abilities Claimed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Course Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Evaluation & Grading Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Course Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Definition of Academic Dishonesty & Penalties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	DSS Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Policy on Disruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Questions? Concerns? Feel free to schedule a meeting to discuss them.