Faculty Senate  |  Syllabus Checklist

Remember to consider audience, purpose, and tone when writing your syllabus. Write to students in an appropriate and appealing manner while considering that other instructors, deans, or even other colleges may be reading your syllabus at some point. In addition to providing a paper copy, it is helpful to post a copy of your syllabus on Moodle in PDF form.

Please include this information in your syllabi in the order that suits you:

___ course name / your name / section # / days & times / room # / Chaffey College
___ your Chaffey.edu email [not your personal one] / your voice mail / other contact information
___ office hours & location [f-t only]
___ course description [from the course outline of record] /
___ required textbooks, materials, e-book availability, access codes, etc.
___ attendance policy
___ late paper / missed exam policy
___ academic dishonesty / cheating / plagiarism policy
___ course learning objectives & SLOs [from the course outline of record & SLO documents]
___ assignments & requirements [with space for students to track their points]
___ points possible / percentages / grading scale
___ weekly schedule for the semester [indicate that it may be subject to change]
___ any required field trips & information regarding those trips
___ final exam date & time
___ Success Center requirements & deadlines [if applicable]

___ Chaffey College resources
   • Student Success Centers
   • EOPS & CARE
   • Student Health Services
   • Honors Program
   • Disability Programs & Services
   • Veterans’ Resource Center
   • Career Center
   • Transfer Center

The following are recommended but not required:

___ Early Advantage Program statement [if applicable]
___ code of classroom conduct [reference student handbook]
___ disclaimer regarding course content
___ disclaimer regarding use of student work for samples or examples in class
___ space to write contact information for other students
___ One Book, One College statement
___ statement regarding Hope, Engage, Succeed campaign
___ information regarding the applicability of the course
   [pre-requisite, degree applicable, transfer, Area A for CSU GE, etc.]
___ any other relevant or useful campus phone numbers or websites
___ space to sign & acknowledge understanding of the syllabus