Syllabus Checklist

This checklist includes required and suggested components of syllabi at GPC as indicated in the Georgia Perimeter College Policy Manual. Faculty at the college as a convenience in composing syllabi may use it.

REQUIRED COMPONENTS:

Information about the Instructor

_____ Name  _____ Office number  _____ Office hours

_____ Times when students may contact you  _____ Office phone number

_____ E-mail address, if available

Course Information

_____ Heading (college name)  _____ Course ID - e.g., PADL 101 400

_____ Course title and location

_____ Required texts - titles, authors, editions

_____ Course description

_____ Course objectives reflecting Expected Educational Results

_____ Attendance Policy Preamble

“Student’s academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students’ learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments and material covered during an absence”.

_____ Attendance Policy

_____ Withdrawal Policy

Schedule Information

_____ Dates of major assignments, papers, field trips, projects, etc.

_____ Dates of midterm and/or other important tests.

_____ Disclaimer stating dates may change

_____ Date and time of final exam
Grading Information

________ Course requirements: exams, quizzes, classroom participation, projects, and papers, including the percentage each counts toward the final grade

________ Policies on missed exams and late work. ________ Grading scale and standards

Other*

________ Americans with Disabilities Act ________ Academic Honesty

________ Equal Opportunity ________ Affirmative Action

*This information may be included in departmental handouts distributed with the syllabus.

SUGGESTED COMPONENTS:

________ Recommended supplemental course materials

________ Schedule of class meetings, including subject matter and topics to be covered as well as pre-class readings and other assignments

________ Unique class procedure/structures, such as cooperative learning, peer review, panel presentations, portfolios, case studies, journals or learning logs, and others

________ Special components: science and computer labs, tutorials, computer classroom, Instructional Support Services Lab, and others

AMERICANS WITH DISABILITIES ACT STATEMENT

If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

ACADEMIC HONESTY STATEMENT

Each faculty member will use the Academic Honesty Statement developed by his or her discipline unit.

EQUAL OPPORTUNITY STATEMENT

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by GPC.

AFFIRMATIVE ACTION STATEMENT

Georgia Perimeter College adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.