

COURSE SYLLABUS CHECKSHEET

Semester: _____

Review Date: _____

Initials: _____

Course Number	Title	Credit Hours	Needs Attention	Remarks
	Appropriate			
1.	Course Description (Current Catalog)	_____	_____	_____
2.	Pre-requisites (Current Catalog)	_____	_____	_____
3.	Textbook & Supplies	_____	_____	_____
4.	Pre-requisites skills (if applicable)	_____	_____	_____
5.	Course Objectives (Measurable)	_____	_____	_____
6.	Evidence of Outcomes Assessment (How will you and the students know when course objectives are achieved?)	_____	_____	_____
7.	Policies and Procedures (Attendance, plagiarism, late policy, cell phones, behavior, etc. clearly stated)	_____	_____	_____
8.	Grading Practices	_____	_____	_____
9.	Library Use if Applicable	_____	_____	_____
10.	Topical Outline	_____	_____	_____
11.	Student Email Statement	_____	_____	_____
12.	Online Course Evaluation Statement	_____	_____	_____
13.	Disability Statement	_____	_____	_____