

**PALM BEACH STATE COLLEGE
COURSE SYLLABUS CHECKLIST FOR DISTANCE LEARNING CLASSES**

PROFESSOR NAME _____ **COURSE TERM/DATE** _____
COURSE TITLE _____ **COURSE LOCATION** _____
REVIEWED BY _____ **DATE OF REVIEW** _____

Each category and topic has been included to meet policies of the College and the Southern Association of Colleges and Schools and is to be included in each course syllabus. Please verify the due dates for course syllabi with your supervisor.

GENERAL CLASS AND COURSE INFORMATION

- Course number/reference number
- Credit/Contact hours
- Term
- Course title
- Course outline link
- Textbook information (title, edition, author, publisher, ISBN)

PROFESSOR'S CONTACT INFORMATION

- Professor name
- Professor office location
- Professor office hours
- Professor telephone
- Professor e-mail address

SUPERVISOR'S CONTACT INFORMATION

- Supervisor's name
- Supervisor's telephone
- Supervisor's office location
- Supervisor's e-mail address

CLASS REQUIREMENTS

- Assignments
- Late Assignment policy
- Grading scale and policy
- Tests, quizzes, final exam schedule
- Make-up exam policy

DISTANCE LEARNING COURSE INFORMATION

- Text on taking a distance learning course (available on DL syllabus template)

CLASS POLICIES AND METHODOLOGY

- Attendance
- Electronic device use
- Email use policy
- Equipment and supplies
- Professor's expectations
- Methods of Instruction
- Unique requirements of the class
- Late assignment policy

COLLEGE POLICIES AND WEB INFORMATION

(please see the syllabus template for detailed information and web links – click here).

- Academic Dishonesty
- Classroom Etiquette and Student Behavior Guidelines Behavior
- Computer Competency Statement
- Disability Support Services
- Eating, Drinking and Smoking
- Student Responsibility Policy
- Palm Beach State Websites of Interest
- Withdrawal Policy for individual courses

GETTING STARTED WITH A DISTANCE LEARNING CLASS

- Text on getting started with a distance learning course (available on DL syllabus template)