

**PALM BEACH COMMUNITY COLLEGE
COURSE SYLLABUS CHECKLIST**

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 INFORMATION

- Course number
- Credit/Contact hours
- Term
- Course title

PROFESSOR INFORMATION

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

**CONTACT INFORMATION FOR
FULL-TIME DISTANCE LEARNING FACULTY**

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

COURSE INFORMATION

- Copy of course outline reviewed by the Curriculum Committee with the following:
 - Course number
 - Course title
 - Catalog description
 - Transferability
 - Prerequisites/Corequisites
 - Textbook (including author, ISBN, title, publishers, edition number, copyright date, published date edition)
 - Course objectives
 - Course topics
 - Course completion requirements
 - Special course requirements

ADDITIONAL COURSE INFORMATION

- Assignments
- Class schedule
- Computer competency component
- E-mail policy
- Equipment and supplies
- "Gordon Rule" requirements (*if applicable*)
- Grading scale and policy
- Professor's expectations
- Late assignment policy
- Make-up exam policy
- Minimum requirements
- Methods of instruction
- Tests, quizzes, and final examination schedule
- Unique requirements of the course

COLLEGE POLICIES

- Page included from College course syllabus format

Includes policy on:

- Academic Dishonesty
- Attendance
- Classroom Etiquette and Student Behavior Guidelines Behavior
- Disability Support Services
- Eating, Drinking and Smoking
- Student Responsibility Policy
- Withdrawal Policy for Individual Courses