

**PALM BEACH STATE COLLEGE**  
**COURSE SYLLABUS CHECKLIST FOR HYBRID/WEB COMPONENT 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

**HYBRID/WEB COMPONENT COURSE INFORMATION**

- Text on taking a distance learning course (available on hybrid/web component 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 HYBRID/WEB COMPONENT CLASS**

- Text on getting started with a distance learning course (available on hybrid/web component syllabus template)