**Fresno City College Syllabus Check List**

The syllabus serves as a planning document that sets the class tone and conveys course expectations and goals.  The checklist provides a list of required\* (req), recommended (rec), and optional information to include on your syllabus.  The language and format of the document is a reflection of your approach to teaching and learning.

\* Required sections are based on [Administrative Regulation 7122](http://www.boarddocs.com/ca/scccd/Board.nsf/goto?open&id=AHXK544E8A8D), the Accrediting Commission for Community and Junior Colleges, or the Fresno City College Academic Senate.

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| **Course Information:** | | | |
|  | **req** | 1. Class number and name | |
|  | **req** | 1. Class meeting day and time | |
|  | **req** | 1. Semester and year | |
|  |  | 1. Meeting location (building name and room number) | |
|  | **req** | 1. Class schedule code (if you have several sections of the same course, list the code with each class day and time rather than creating different syllabi for each section) | |
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| **Faculty Information:** | | | |
|  | **req** | 1. Your name | |
|  | **req** | 1. E-mail address | |
|  |  | 1. Full-time faculty: | |
|  | **req** |  | Office hours (if you have a virtual office hour, indicate how students can contact you, [see contract for acceptable modalities](https://www.scccd.edu/_uploaded-files/documents/scccd--scft-agreement-ft-2018-2021.pdf)) |
|  | **req** |  | Office phone number |
|  | **req** |  | Office location (building name and room number) |
|  |  | 1. Part-time faculty: | |
|  | **req** |  | Division office phone number |
|  |  | 1. Voice mail number | |
|  |  | 1. Other contact information | |
|  |  |  | |
| **Important dates:** | | | |
|  | **req** | 1. Drop deadlines | |
|  | **rec** | 1. Holidays (see calendar in schedule of classes) | |
|  | **req** | 1. Final exam date and time[[1]](#footnote-1) (see final exam schedule in schedule of classes). Any changes to the scheduled final exam day and time must be approved by the dean. | |
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| **Other course information:** | | | |
|  | **req** | 1. Course description and units | |
|  | **req** | 1. Course objectives and student learning outcomes[[2]](#footnote-2) These should follow the course outline of record for your course, which may be found on the curriculum website: [http://fresnocitycollege.elumenapp.com/public/](http://fresno.elumenapp.com/public/) | |
|  | **req** | 1. Course prerequisites, corequisites, and/or advisories (see the approved curriculum for this information at the above web site) | |
|  | **req** | 1. Required textbooks, materials, and supplies | |
|  | **req** | 1. Recommended textbooks, materials, and supplies | |
|  |  | 1. Policy statements regarding: | |
|  | **req** |  | attendance1 |
|  | **req** |  | drop policy1 |
|  | **rec** |  | punctuality if applicable |
|  | **req** |  | late work1 |
|  | **rec** |  | extra credit |
|  |  |  | use of computers, cell phones, etc. in the classroom |
|  |  |  | other behavioral issues that are important to you as the instructor |
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|  | **req** | 1. Plagiarism and academic dishonesty policy (see the FCC Catalog for school policies) | |
|  | **req** | 8. Students with Disabilities statement as provided by FCC DSP&S | |
|  |  | 9. Course outline | |
|  | **req** |  | topics to be covered (in accordance with Course Outline of Record)1 |
|  | **rec** |  | and approximate timeframe when they will be covered |
|  | **req** |  | major assignments and approximate due dates (e.g. exams, practica, papers, ...)1 |
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|  |  | 10. Grading scales, policies, and evaluation criteria for any of the following that you may assign in your course: | |
|  | **req** |  | exams, final, exam, quizzes, homework, writing assignments (in accordance to the course outline of record), class participation, etc. (points or percentage of grade)1 |
|  | **req** |  | grade scale for final semester grade1 |
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| **Support Services:** | | | |
|  | **rec** | You may want to provide information about the different available support services offered by FCC, such as:   * Tutoring Services that are appropriate for your course * Health Services * Psychological Services * Etc. | |
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| **Equity-Minded Considerations (Adopted from the Center for Urban Education):** | | | |
|  | **rec** | Does the syllabus   * + Demystify college policies and practices by providing students with the information they need to successfully complete the course and navigate the college?   + Welcome students and create a classroom culture in which they feel cared for and valued?   + Validate students’ ability to be successful by communicating a belief that all students are expected to succeed?   + Create a partnership by communicating a commitment to working with students for their success?   + Communicate the value of students’ backgrounds as sources of learning and knowledge?   For more information on equity-minded practices in a syllabus check the [Student Equity & Success Committee](https://scccd.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_3205006_1&course_id=_251010_1) website. | |
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| **Notes:** | | | |
|  |  | 1. The grading criteria for all course work and the final semester grade must be very clear. The criteria (scale) for the final semester grade must be included on the grade rosters when submitted to Admissions and Records at the end of the semester. | |
|  |  | 1. If you are teaching LGI and using a reader, you should have some information about this in your syllabus; and if you are using Canvas, you may want to provide access information in your syllabus or as a separate handout. | |
|  |  | 1. Electronic versions of the syllabus must be compliant with Section 508 of the Workforce Rehabilitation Act standards. | |

1. Required by Administrative Regulation 7122 [↑](#footnote-ref-1)
2. Required by the Accrediting Commission for Community and Junior Colleges [↑](#footnote-ref-2)