

# **FACULTY SYLLABUS CHECKLIST**

This checklist includes required and suggested components of syllabi at Georgia Perimeter College as indicated. It may be used by faculty at the college as a convenience in composing syllabi.

## **REQUIRED COMPONENTS:**

### **Information about the instructor**

- \_\_\_\_\_ Name
- \_\_\_\_\_ Office Location
- \_\_\_\_\_ Office Phone Number
- \_\_\_\_\_ Office hours
- \_\_\_\_\_ Times when students may contact you
- \_\_\_\_\_ Email address
- \_\_\_\_\_ Website Information

### **Course Information**

- \_\_\_\_\_ Heading (college name)
- \_\_\_\_\_ Course ID---e.g. PADL 1101 400
- \_\_\_\_\_ Course title and location
- \_\_\_\_\_ Required texts---titles, authors, editions
- \_\_\_\_\_ Course description
- \_\_\_\_\_ Course objectives reflecting Expected Educational Outcomes (consult Common Course Outline)
- \_\_\_\_\_ Attendance Policy Preamble

Students' academic success is the major priority of Georgia Perimeter College. Because regular participation enhances the learning process, students are expected to adhere to the attendance

policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes and prepare themselves thoroughly in advance for assignments, tests, and other course-related activities. Students are accountable for assignments and material covered during any absence.

*(GPC Catalog)* Students are responsible for regular and punctual attendance at all classes, laboratories and examinations as scheduled and in accordance with the class attendance policy of the instructor. Students who do not plan to attend a class that they register for are responsible to make these changes to their registration during published registration times. All class attendance policies are on file with the appropriate department chair and are part of the course syllabus.

\_\_\_\_\_ Attendance Policy (as on file with Department Chair)

\_\_\_\_\_ Withdrawal Policy  
<http://depts.gpc.edu/governance/policies/New100/127.pdf>

### **Schedule Information**

\_\_\_\_\_ Dates of major assignments, papers, field trips, projects, etc.

\_\_\_\_\_ Dates of midterm and/or other important tests.

\_\_\_\_\_ Disclaimer stating dates may change

\_\_\_\_\_ Date and time of final exam in accordance with the college's official final exam schedule ([http://depts2.gpc.edu/~gpcem/registrar/final\\_exam.html](http://depts2.gpc.edu/~gpcem/registrar/final_exam.html))

### **Grading Information**

\_\_\_\_\_ Course requirements: exams, quizzes, classroom participation, projects, and papers, including the percentage each counts toward the final grade

\_\_\_\_\_ Policies on missed exams and late work

\_\_\_\_\_ Grading scale & standards

### **Other Statements**

\_\_\_\_\_ **AMERICANS WITH DISABILITIES ACT STATEMENT**

If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services. <http://depts.gpc.edu/~gpccds/>

\_\_\_\_\_ **ACADEMIC HONESTY**

<http://depts.gpc.edu/governance/policies/New100/101.pdf>

\_\_\_\_\_ **EQUAL OPPORTUNITY STATEMENT**

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity of Georgia Perimeter College.

\_\_\_\_\_ **AFFIRMATIVE ACTION STATEMENT**

Georgia Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

**SUGGESTED COMPONENTS:**

- \_\_\_\_\_ Recommended supplemental course materials
- \_\_\_\_\_ Schedule of class meetings, including subject matter and topics to be covered as well as pre-class readings and other assignments
- \_\_\_\_\_ Unique class procedure/structures, such as cooperative learning, peer review, panel presentations, portfolios, case studies, journals or learning logs, and others
- \_\_\_\_\_ Special components: science and computer labs, tutorials, computer classroom, Instructional Support Services Lab, and others