Barstow Community College
SYLLABI REQUIREMENTS

Syllabus should include the following:

1. Contact information *(Email for all faculty; full-time faculty also need to include office and phone extension)*
2. Office Hours *(required for full-time faculty)*
3. When the class meets – dates, times: when it doesn't meet because of holidays; when the final will be given.
4. Lecture, lab, units, prerequisites (**MATCH COR**)
5. Course description (**MATCH COR**)
6. Content of course (**NOTE**: **may be a summary of COR Course Content if it is extensive, but make it clear**)
7. Expected Student Learning Outcomes (SLO's) which must be consistent with COR. (**MATCH COR**)
8. Texts and other required materials
9. Critical thinking
10. Methods of instruction
    - Assignments
    - Tests
    - Essays
    - Research papers
    - Midterm/Final exam
11. Grading procedure
12. Topical outline (by date or week)
13. Policies of the instructor – pertaining to attendance, reasons for dropping/reinstating students, late papers, paper revisions, extra credit, makeup exams. Some of these matters are governed by school policy, which you must observe.
14. Title IX Sexual Harassment statement (**Must match BCC language**)
15. Disability Disclaimer (see sample language)
16. Syllabus disclaimer
17. Academic Honesty policy
18. How to determine grade progress or status during the class.

Barstow Community College
Syllabus Checklist

Faculty Name: _____

Class: _____   Type of Class: Online / Live   Date Reviewed:

Required Items on Syllabi (from Senate approved list)	On Syllabi	Partially addressed	Not on Syllabi	Align w/ BCC COR or BCC language *(if applicable)*	Other Comments
Contact Information (required) All faculty must include email, and full-time faculty must include office location, hours and extension				NA	
Lecture, lab, units, prerequisites **(required)** -- matches Catalog / Course Outline				*Matches COR?* Yes / No / Partial	
Class Meeting (required) Dates, Times; when class doesn't meet due to holidays; if available, when final will be given.				NA	
Texts and/or other required materials **(required)**				NA	
Course Description **(required)** -- matches Catalog / Course Outline				*Matches COR?* Yes / No / Partial	
Course Objectives **(required)** -- matches Course Outline				*Matches COR?* Yes / No / Partial	
Student Learning Outcomes (SLO's) **(required)** -- matches Course Outline				*Matches COR?* Yes / No / Partial	
Content of the Course -- matches Course Outline --- *OR includes link to COR* ****BCC is revising the Curriculum portal this may not "match" COR, but should summarize content**				*Matches COR?* Yes / No / Partial/Summary (summary and link is acceptable)	
Attendance Policy (should include student drop policy)				NA	
Assignments (such as Essays, Tests, Research papers, Midterm, and Final)				NA	
Assignment Policy (should include late policy, paper revisions, make ups for exams, extra credit)				NA	
Academic Dishonesty Policy (see sample) (Plagiarism, Cheating, etc.)				*Uses BCC Sample?* Yes / No / Partial	
Grading Procedure **(required)**				NA	
Topical Outline (by date or week) **(required)**				NA	
Disability Disclaimer **(required**– see sample language)				*Uses BCC Sample?* Yes / No / Partial	
Sexual Harassment/Title IX: (**required** to use BCC Senate approved statement) -- **matches BCC / AS approved statement**				*Uses BCC Approved Statement?* Yes / No / Partial	
Syllabus Disclaimer (**required** – see sample language)				*Uses BCC Sample?* Yes / No / Partial	