

Front Range Community College Syllabus Checklist

This checklist follows FRCC IN 2.2, Course Syllabi. A sample syllabus template is available in the Faculty Resources Site within the Learning Management System.



Basic Course Information

- Course name, prefix, number, section
- Semester and year
- Credits
- Course prerequisites and co-requisites, consistent with the FRCC Curriculum Master File
- Meeting times and location including the days of the week, class times, room and campus location, and online requirements (as applicable)
- Teacher's name, office phone, FRCC e-mail, FRCC website address
- Office hours (times and location)
- Department contact information (name, title, phone, email)
- Course materials: Textbooks, materials, and other equipment (including technology). Indicate whether each item is required or optional. For texts, include a complete citation of title, author, publisher, and edition, which can also be included by linking to the bookstore. Note if texts are special edition (ISBN recommended.)
- Include a notice that the instructor reserves the right to modify the syllabus and schedule for the class

Course Overview

- Catalog course description (include as listed at <https://www.ccs.edu/education-services/common-course-numbering-system/>)
- Statewide course learning outcomes / standard competencies (include as listed at <https://www.ccs.edu/education-services/common-course-numbering-system/>)
- GT pathways statement (if applicable): The Colorado Commission on Higher Education has approved [insert your course prefix and number] for inclusion in the Guaranteed Transfer (GT) Pathways program in the [GT-@@#] category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways Program go to the following link: <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>
- FRCC Student Learning Outcomes (as applicable to this specific course)

Course Expectations

- Instructor's overview of the course
- Graded instructional activities (exam, quizzes, projects, papers, etc.) and the contribution of each towards the final grade (percentage, points, etc.). *For Online Courses: Note if exams must be taken in a proctored environment and refer students to additional detail included under Online Learning Expectations.*
- Grading scales and standards
- Late work, make-up exams, etc.
- Attendance, and if appropriate, class participation. Note the deadline for academic attendance and include any course specific requirements here. Refer to the Student Rights, Responsibilities and Resources section regarding drop for non-attendance.
- Academic honesty. Reference expectations listed in the Student Code of Conduct and Program Expectations, being sure to list any course-specific requirements and academic consequences if a student is found in violation of academic honesty policies.
- Other information deemed appropriate by the instructor (i.e., policies regarding food and drinks in class, sleeping in class, cell phones, decorum, etc.)

Program Expectations (if applicable)

- Includes requirements specific to the CTE program, academic discipline, department, or delivery method (e.g. online learning, concurrent enrollment, etc.). Program examples include additional competencies or performance standards required by a program-specific accrediting agency, such as required background checks, orientation, and safety training.

Online Learning Expectations (if applicable)

- Includes language shown on the template specific to the required online orientation, online student success, appropriate behavior in online courses, online attendance and participation, proctored exams (if applicable), campus closure procedures, and technical difficulties.

Student Rights, Responsibilities, and Resources

- Includes language shown in the latest course template.

Course Schedule

Important dates (include dates specific to your class):

- First day of class
- Non-attendance reporting deadline
- Payment deadline
- Last day to drop with refund
- Graduation application deadline (optional)
- Days when class will not meet due to holidays, fall break, spring break, etc.
- Last day to withdraw
- Last day of class

Course plan. For the date of each meeting or each week, specify:

- Subject matter/topics to be covered (e.g., lectures, field trips, guest instructors, etc.), pre-class readings
- Graded assignment due dates, (e.g., homework, quizzes, papers, projects).
- Exam dates

Universal Design and Accessibility

- Readings, assignments and exams are named consistently throughout the syllabus
- Uses headings to organize document
- Uses defined styles such as lists, bullets
- Uses a sans serif font (no feet) such as Calibri, Arial or Veranda that is at least 11 point size
- Uses alternative text to describe images
- Uses meaningful link text instead of link text such as "click here"
- Uses tables for data, not layout. Tables contain column headers. Top row of table is a designated header row.
- Avoids the use of text boxes and related techniques such as word art and drop caps
- Avoids using color alone to convey meaning
- The accessibility checker has been run, errors reviewed and corrected

Questions? Visit your campus Instructional Design Center, email IDC@frontrange.edu or call 303-404-5029.