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| Syllabus Item | Included? |
| Course title and SCNS number. |  |
| Complete instructor contact information   * TCC phone number * TCC email address * Office number * Office hours |  |
| Catalog description of the course   * Number of credits * Prerequisites and/or co-requisites * Total number of contact hours in lecture, lab, clinic, or number of clock hours (PSAV) * Credit type (college, postsecondary adult vocational, developmental) |  |
| Identification of courses that satisfy state communication & computation requirements and/or the computer proficiency graduation requirement |  |
| The current textbooks and software utilized, including author, title, and publisher |  |
| A list of teaching aids and devices both suggested for teacher use as well as required for student purchase and use (e.g., safety goggles, graphing calculator, etc.) |  |
| The overall goal of the course |  |
| The student learning outcomes for the course |  |
| Associated assessment methods for the learning outcomes |  |
| A list of reference or source materials |  |
| Detailed attendance policy |  |
| Makeup policy for missed exams, quizzes, and assignments |  |
| Classroom policies and expectations |  |
| Administrative withdrawal policy |  |
| Academic freedom policy |  |
| Academic dishonesty policy |  |
| ADA statement |  |
| Official class cancellation policy for emergency situations |  |
| Grading information including   * How the final course grade is calculated * Factors considered in evaluating and grading students (projects, tests, etc.) * Information about a final exam (if applicable) * Any departmental policies regarding a grading scale in determining final grades |  |
| A statement about technology use |  |
| The course outline and pacing schedule, including   * Tentative exam dates * Tentative dates for major assignments * Holidays * Withdrawal deadlines |  |
| Date and time of final exam (or final project, presentation, etc.) |  |
| Out-of-class resources that can assist students |  |
| Student success strategies/suggestions |  |
| Any additional information required for the course (e.g., background check, medical clearance, required certifications, etc.) |  |