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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.) |[ ]