Syllabus Content Checklist

The syllabus checklist provides a list of content that is required and optional for your GHC syllabus. The checklist can be used to guide the building of your syllabus or review syllabus, however, there may be differing degrees or amounts of how each item included. The highlighted sections are specific considerations for online learning.

Required Syllabus Content
1. Georgia Highlands College, GHC, or College Logo
2. Course Information
   a. Course Name
   b. Course Number
   c. CRN
   d. Current semester and year
   e. Credit Hours/Contact Hours
   f. Course meeting day(s)
   g. Course meeting times(s)
   h. Course Location/Room Number (specify if online)
3. Course Description from GHC Catalog, including:
   a. Prerequisites
   b. Co-requisites
4. Instructor Information
   a. Name
   b. Contact Information (GHC E-mail, GHC Office Phone Number, GHC Office Room Numbers)
   c. Office Hours (aka Student Hours)
   d. Communication/email policy (Explain how you will communicate with students? email, phone, virtual; When will you communicate? Weekly through announcements on d2l or through email; When should student expect a response from you? For ex., 24 hours M-F; When should you expect a response from them? For ex., 24 hours M-F.)
5. Required Materials
   a. Textbook
   b. Software
   c. Use of Learning Management System (d2l – Explain how the LMS will be used in the course such as for assignments, quizzes, grades for a f2f class.)
   d. Online Homework Management System (Specific directions for download, subscription, and access).
   e. Internet requirements for Zoom synchronous sessions, if necessary
6. Student Learning Outcomes (Broad course goals provided by GHC)
7. Course Policies
   a. Grading Scheme/Scale
   b. Evaluation and Assessments (Provide a short explanation of exams or projects. For example, explain that an exam is multiple choice or essay. Also, include that more information is forthcoming.)

      c.   Make-Up/Late Work

      d.   Attendance

      e.   ==Grading/Feedback Turn-around time== (Explain when can students expect to get grades and feedback on their exams/projects.)

      f.   Division Specific Policies (i.e., Laboratory Statement, Program Policies)

8. Important Dates (create a small chart or include in course schedule)

      a.   Drop/Add

      b.   Non-Attendance Reporting

      c.   Progress Reporting

      d.   Withdrawal

      e.   Holidays

      f.   Last Day of Class

      g.   Final Exam (include time)

      h.   Grades Due

9. GHC Syllabus Policies Statement

      a.   Withdrawal policy

      b.   Extended absence policy

      c.   Early grades

      d.   Early Alert Program

      e.   Student Code of Conduct/Academic Integrity

      f.   Disability Statement

      g.   Financial Aid Statement

      h.   Inclement Weather Policy

      i.   Tobacco and Smoke-Free Campus

      j.   Campus Carry

10. Tentative Course Schedule/Calendar (preferably, weekly)

      a.   Topics/Objectives

      b.   Assignments

      c.   Assessment/Exam dates

      d.   Grade/points

      e.   Laboratory schedule

      f.   Statement: syllabus is subject to change

Optional Syllabus Content

Course Description from GHC Catalog
  a. <mark>Explanation of your course (lecture, discussion, flipped, etc). For an online or hybrid course, explain to students what that means specific to your course, what your "week" will be, including your consistent due dates and opening module dates.</mark>

Objectives
  a. Course Objectives (Specific objectives of the course, written in measurable terms and provide by the teaching faculty.) These are more specific from the SLO's mentioned earlier. Most faculty are provided these by their division and appear on syllabus.
  b. Module/Weekly Objectives (Specific objectives of the course, written in measurable terms and provide by the teaching faculty.) These are your weekly measurable objectives, usually provided in your D2L course or verbalized at the beginning of a f2f class.

Optional Class Policies
  a. Cell Phones & Electronic Devices
  b. Classroom Behavior
  c. Returned Exams/Assignments (When and how students can re-read exam.)
  d. Third party tools (Provide a privacy policy for any tools used in the course so students know where their data my exist beyond GHC).
     a. <mark>Zoom privacy policy - https://zoom.us/privacy</mark>

Learner Support
  a. <mark>Technology Support</mark> - https://sites.highlands.edu/information-technology/it-help-center/
  b. <mark>Academic Support Services</mark> - https://sites.highlands.edu/academic-success-center/