

DISTANCE EDUCATION COURSE/INSTRUCTIONAL MATERIALS

*CHECKLIST FOR COURSE SYLLABUS*

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1. Instructor's name
2. Course title/number
3. General course description (*according to College Catalog*)
4. All required texts, paperbacks, software, software capacity, and specific handouts, including information on publisher, edition, version, etc.
5. Course topics, and/or assignments, and/or required, and/or supplemental reading
6. Teaching procedures (*describe briefly*)
7. Instructional objectives (*list*)
8. Basis for student grading
9. Procedure (criteria) for evaluating student performance
10. Tentative test schedule/assignment(s) schedules
11. Interaction Plan

# SUGGESTED SYLLABUS FORMAT

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## HOLYOKE COMMUNITY COLLEGE

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DEPARTMENT:

COURSE NUMBER:

COURSE TITLE:

DATE:

PROFESSOR:

CREDITS:

TEXTBOOKS *(include publisher and edition used)*:

### A. COURSE DESCRIPTIVE GUIDE

1. Catalog description *(see College Catalog)*
2. Organization of the course *(teaching methodology)*
3. Course expectations *(instructional objectives)*
4. Course requirements *(readings, assignments, etc.)*
5. Grading policy *(including testing schedule)*
6. Attendance policy *(see Adjunct Faculty Handbook)*
7. Student consultation hours *(optional)*

### B. COURSE SYLLABUS (curriculum outline)

*A sample syllabus with course descriptive guide may be available from your division secretary.*