

# HOLYOKE COMMUNITY COLLEGE

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## CHECKLIST FOR COURSE SYLLABUS

1. Instructor's name.
2. Course title/number.
3. General course description (*according to College Catalog*).
4. All required texts and paperbacks, including information on publisher and edition used.
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 and assignment(s) schedules.
11. Attendance policy.

# SUGGESTED SYLLABUS FORMAT

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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.*