

Fresno City College Syllabus Checklist

The syllabus serves as a planning document that sets the class tone and conveys course expectations and goals. The checklist provides a list of required* (REQ), recommended (rec), and optional (opt) information to include on your syllabus. The language and format of the document is a reflection of your approach to teaching and learning. The checklist is meant to serve as a guide for faculty syllabus content. This checklist is not meant to be used by administrators and staff.

* Required sections are based on [Administrative Regulation 7122](#), the Accrediting Commission for Community and Junior Colleges (ACCJC), or the Fresno City College Academic Senate.

Check box	Required	Course Information
<input type="checkbox"/>	REQ	1. Class number and name
<input type="checkbox"/>	REQ	2. Class meeting day and time
<input type="checkbox"/>	REQ	3. Semester and year
	opt	4. Meeting location (building name and room number)
<input type="checkbox"/>	REQ	5. Class schedule code (if you have several sections of the same course, you may list the code with each class day and time rather than creating different syllabi for each section)

Check box	Required	Faculty Information
<input type="checkbox"/>	REQ	1. Your name
<input type="checkbox"/>	REQ	2. E-mail address
<input type="checkbox"/>	REQ	3. Full-time faculty: Office hours (if you have a virtual office hour, indicate how students can contact you, see contract for acceptable modalities)
<input type="checkbox"/>	REQ	4. Full-time faculty: Office phone number
<input type="checkbox"/>	REQ	5. Full-time faculty: Office location (building name and room number unless exempt)
<input type="checkbox"/>	REQ	6. Part-time Faculty: Division office phone number
	opt	7. Voice mail number
	opt	8. Other contact information

Check box	Required	Important Dates
<input type="checkbox"/>	REQ	1. Drop deadlines (see note #6 for details)
	rec	2. Holidays (see calendar in schedule of classes)
<input type="checkbox"/>	REQ	3. Final exam date and time (see final exam schedule in schedule of classes). Any changes to the scheduled final exam day and time must be approved by the dean.

Check box	Required	Other Course Information
<input type="checkbox"/>	REQ	1. Course description (does not need to be verbatim from COR)

Check box	Required	Other Course Information
<input type="checkbox"/>	REQ	2. Course units
<input type="checkbox"/>	REQ	3. Course objectives (does not need to be verbatim from COR) These should follow the course outline of record for your course, which may be found on the curriculum website .
<input type="checkbox"/>	REQ	4. Student learning outcomes ¹
<input type="checkbox"/>	REQ	5. Course prerequisites, corequisites, and/or advisories (see the approved curriculum for this information at the above web site)
<input type="checkbox"/>	REQ	6. Required textbooks, materials, and supplies (see note #7 for details)
<input type="checkbox"/>	REQ	7. Recommended textbooks, materials, and supplies (see note #7 for details)
		8. Policy statements regarding:
<input type="checkbox"/>	REQ	attendance ²
<input type="checkbox"/>	REQ	drop policy
	rec	punctuality if applicable
<input type="checkbox"/>	REQ	late work
	rec	extra credit
	opt	use of computers, cell phones, etc. in classroom
	opt	other behavior issues that are important to you, as the instructor
<input type="checkbox"/>	REQ	9. Plagiarism and academic dishonesty policy (see the FCC Catalog for school policies; does not need to be verbatim)
<input type="checkbox"/>	REQ	10. Students with Disabilities statement as provided by FCC DSP&S (does not need to be verbatim)
		11. Class outline
<input type="checkbox"/>	REQ	topics to be covered (in accordance with Course Outline of Record; does not need to be verbatim) ²
	rec	approximate timeframe when topics will be covered
<input type="checkbox"/>	REQ	major assignments and approximate due dates (e.g., exams, practica, papers, ...) ²
<input type="checkbox"/>	REQ	12. Grading scales, policies, and evaluation criteria for any of the following that you may assign in your course: exams, final, exam, quizzes, homework, writing assignments (in accordance to the course outline of record), class participation, etc. (points or percentage of grade) ²
<input type="checkbox"/>	REQ	grade scale for final semester grade ²

Check box	Required	Support Services
	rec	You may want to provide information about the different available support services offered by FCC, such as: <ul style="list-style-type: none"> ▪ Tutoring Services that are appropriate for your course ▪ Health Services ▪ Psychological Services ▪ Startfish Early Alert ▪ Ram Pantry ▪ Virtual Hub for Students ▪ Etc.

¹ Required by the Accrediting Commission for Community and Junior Colleges

² Required by Administrative Regulation 7122

Check box	Required	Support Services
	rec	<p>You may wish to provide information about the different available support services available outside of FCC, such as:</p> <ul style="list-style-type: none"> ▪ Domestic violence hotlines ▪ National human trafficking hotline (1-888-373-7888) ▪ Rape crisis intervention ▪ Suicide hotlines

Check box	Required	Equity-Minded Considerations (Adopted from the Center for Urban Education)
	rec	<p>Does the syllabus</p> <ul style="list-style-type: none"> ▪ Demystify college policies and practices by providing students with the information they need to successfully complete the course and navigate the college? ▪ Welcome students and create a classroom culture in which they feel cared for and valued? ▪ Validate students' ability to be successful by communicating a belief that all students are expected to succeed? ▪ Create a partnership by communicating a commitment to working with students for their success? ▪ Communicate the value of students' backgrounds as sources of learning and knowledge? <p>For more information on equity-minded practices in a syllabus, check the Student Equity & Success Committee website.</p>

Notes:

- 1) The grading criteria for all course work and the final semester grade must be very clear. The criteria (scale) for the final semester grade must be included on the grade rosters when submitted to Admissions and Records at the end of the semester.
- 2) If you are teaching LGI and using a reader, you should have some information about this in your syllabus.
- 3) If you are using Canvas, you may want to provide access information in your syllabus or as a separate handout.
- 4) Electronic versions of the syllabus must be compliant with Section 508 of the Workforce Rehabilitation Act standards.
- 5) Some required items may seem unnecessary. Consider that the syllabus also serves as an archival record.
- 6) This is a required section on the syllabus. Please list all four deadlines for the class: 1) Fee reversal/refund; 2) Add or drop in person to avoid W; 3) Add or drop using Self-Service to avoid W; and 4) Drop with a 'W' in person or on Self-Service (to avoid a letter grade). This information can be located at <https://www.fresnocitycollege.edu/admissions-aid/admissions-and-records-office/updates.html>. Please check with the Division Administration Aide for non-18-week classes. You may also check your Self-Service Roster for dates specific to your class.
- 7) Students who are part of a special program, such as EOPS, CalWORKs, or Veterans Services, may receive funding for required and/or recommended textbooks, materials, and supplies. It benefits students if faculty list both required and recommended items. Examples include binders, presentation boards, composition notebooks, and folders.