Master Syllabus Checklist
Syllabi Requirements
Division Chair

The syllabus serves as an introduction and link to the instructor. It serves as a development tool to aid and document course design. Although Paris Junior College does not have a required syllabi format, it is mandatory that a syllabus have the essential elements listed below. One or more elements are missing for the course ___________________________ syllabus. Please advise the individual faculty member to update their syllabus to comply with Paris Junior College’s requirements.

☐ Syllabi Complete

☐ Course Title

☐ Instructor’s Name

☐ Office Location

☐ Telephone Number

☐ E-mail Address

☐ Office Hours

☐ Required Textbook(s) and Materials

☐ Goal and Requirements of the Course
   1. Course Description
   2. Course Goals and/or Objectives (noting pre-requisites)
      Core Course Competencies
   3. Course Requirements
   4. Meeting days and times
   5. Meeting location(s)

☐ Nature of the Course Content – Course Format or Type of Delivery (i.e., Course Structure/Organization, Lab Course, Traditional Lecture, Internet, ITV, etc.)

☐ Method of Evaluation – Grading Criteria/Procedure

☐ Class Attendance

☐ General Policies and Procedures

☐ Academic Honesty

☐ ADA Information (Americans with Disabilities Act)

☐ Course Placement (Testing)

March 2012