

Pacific Union College

CECom Syllabus Check List

Course:

Term:

Instructor:

1. Basic Information	N/A	Included	Partial	Missing
Course Information (Subject, Number, Title, Credits)				
Course Meeting Information (Term, Meeting Time, Days, Location)				
Instructor Information (Name, Degree)				
Instructor Contact Info (Email, Phone, Office Location, Office Hrs)				
Texts, Materials, and Fees				
General Catalog Description				
Prerequisites				
Comments:				

2. Student Learning Outcomes	N/A	Included	Partial	Missing
SLOs -Describe what the student will be able to do after completing the course				
For Multi-sectioned Courses: Core SLOs common to all sections				
For GE Courses: Alignment with GE section SLOs				
For Departmental Major Courses: Alignment with program SLOs				
Comments:				

3. Course Expectations and Policies	Included	Partial	Missing
Academic Policies link			
Attendance Policy			
Late Work Policy			
Absences Caused by Short-term Suspensions Policy			
Academic Integrity Statement			
Disability Accommodations Statement			
Title IX Policy Statement			

3. Course Expectations and Policies	Included	Partial	Missing
Comments:			

4. Assessment and Grades	Included	Partial	Missing
Methods of Assessment (Ideally these will correlate with specific SLOs)			
Viewing Current Grades on Canvas			
Final Grade Information			
Comments:			

5. Course Outline and Schedule	Included	Partial	Missing
General outline of class session topics			
Schedule for major course assignments and activities			
In Harmony with the "PUC Credit Hour Policy"			
Comments:			

6. Filing of the Syllabus	Included	Partial	Missing
Syllabus has been provided to the Academic Administration Office			
Comments:			

7. General Comments	
Comments:	

The items listed are required for all Pacific Union College Syllabi.
Check list updated by CECOM 12/02/2021