**Syllabus Checklist**
For more information, see: <http://ww2.nscc.edu/theteachingcenter/resources/nscc-resources/>.

**The Master Syllabus requires you include:**

* Contact information for the instructor(s), including e-mail.
* Course description that explains the course’s scope and purpose, format (e.g. lab, studio, lecture, etc.) and relevance to the students’ academic and professional goals.
* List of learning resources and whether they are required or supplementary (textbooks, software, calculator, etc.)
* Course-level learning objectives that state what students should be able to do by the end of the course (including course outcomes and topics covered.)
* Description of major assessments and how they contribute to the final grade.
* Grading scale (including percentage credit or number of points corresponding to each letter grade.)
* Statements and policies that clearly communication your expectations regarding:
	+ Attendance and tardies
	+ Academic Integrity, including plagiarism
	+ Late/make-up work
* NSCC statements and policies including:
	+ Academic Misconduct
	+ Classroom Misconduct
	+ Academic Early Alert System
	+ D2L/NS Online/myNSCC
	+ ADA Compliance Statement
	+ Technology Statement
	+ Rave Emergency Alert
	+ Inclement Weather and Campus Closings
	+ Class Cancellation Policy
* Expected Semester Schedule

**The Teaching CENTER recommends that you also include:**

* Statements and policies that clearly communicate your expectations regarding:
	+ Participation
	+ Re-grading
	+ Use of Mobile Devices
	+ Use of Computers, tablets, and other electronic devices
	+ Student recording of class
* Detailed descriptions of consequences for Academic Misconduct and Classroom Misconduct
* Study tips that could help increase students’ success in your course.
* Policy regarding extra credit and how extra credit may be earned, if allowed.
* Honors College credit option for the course, if available.
* Expectations for academic performance and engagement in the course.
* Relevant campus resources that could provide supplementary assistance to students (e.g., Campus Cupboard, Counseling through Agape, NSCC Foundation assistance available to students, The Learning Center, etc.)
* Important dates for the semester
* A course contract for students to sign acknowledging and agreeing to expectations and policies outlined in the syllabus.

Examples of Syllabus portions are available on The Teaching CENTER website for you to see what some faculty are using and to be able to adapt these to fit your course.

<http://ww2.nscc.edu/theteachingcenter/resources/nscc-resources/>