

ELIZABETHTOWN COMMUNITY & TECHNICAL COLLEGE
SYLLABUS CHECKLIST

I. The course syllabus includes the following checked items:

- Name of the college
- Course number and department abbreviation (i.e., ENG 101)
- Course title
- Semester/Year of Syllabus (i.e., 2015 Spring Semester)
- Instructor's Information:
 - name
 - office location
 - office hours
 - office phone number
 - e-mail address
- Catalog Course description
- Prerequisites/co-requisites
- KCTCS course competencies as approved by the Curriculum Review Committee. These can be found at: <https://kctcs.sharepoint.com/sites/AcademicLeadership/senate/layouts/15/start.aspx#/Approved%20CoursesPrograms%20Final/Forms/Programs%20and%20Courses.aspx>. Click on "Approved Courses/ Curriculum (Final)" in left column, and then click on course you are looking up. Or you can check with your Program Coordinator for competencies for your course. (**Make sure this information can be opened/downloaded through the website**).
- Addition of an outline is optional.
- Specific General Education competencies include:
 - Students should prepare for twenty-first century challenges by gaining:
 - Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts
 - Intellectual and practical skills, including
 - Inquiry and analysis
 - Critical and creative thinking
 - Written and oral communication
 - Quantitative literacy
 - Information literacy
 - Teamwork and problem solving
 - Personal and social responsibility, including
 - Civic knowledge and engagement (local and global)
 - Intercultural knowledge and competence
 - Ethical reasoning and action
 - Foundations and skills for lifelong learning
 - Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills
- Textbook(s)
- Supplies
- Grading criteria (**include grading scale**)
- Attendance policy
- Late/make-up work policy
- Withdrawal Policy
- Tentative Class Schedule of Topics (**optional**)
- Signed statement from students enrolled in class acknowledging receipt of syllabus (**optional**)

II. Information pertaining to the topics listed below can be found at the following web address:

https://elizabethtown.kctcs.edu/current_students/course_syllabi_information_and_related_policies.aspx

➔ Americans with Disabilities Act (ADA) statement

- *KCTCS Code of Student Conduct* statement referring to information about academic rights, academic offenses, and the student's right to appeal.
- Accessing/Checking Your KCTCS Email statement
- Make-up Days
- Required Satisfactory Academic Standards
- Procedures relating to Discrimination, Harassment, and Sexual Misconduct

III. ONLINE – WORLDWIDE (BW) AND LOCAL (BL)

1. Be sure to include an alternate contact name, email address, and phone number. This can be your Division Chair or Program Coordinator. You can add a statement that students should not send assignments or course questions to this contact.

Example:

John Doe

jdoe0001@kctcs.edu

270-706-5555

2. Clearly explain the drop process for an online class. Generally, they can drop up to midterm at their home college without your permission. After midterm, if your policy permits drops, they must email you for permission and, if you grant permission to drop, you will email them permission from your KCTCS email account. The student would print the email and present that as a drop slip to their home campus.
3. You must provide an academic activity for students to complete prior to the No Show date. Financial Aid rules no longer permit a student to just log in during that period to be counted as having attended the class. The academic activity can be a syllabus quiz, a required email to you, a required discussion post or blog, or any other activity you can use to document the student's participation in the class. This policy should also be clearly communicated in your syllabus.