



Part-Time Faculty
SYLLABUS AND MATERIALS CHECKLIST
Planning & Preparation (Standard 19)

Please include on your syllabus:

- Course Information**
 - Course Name, Number & Section
 - Class Meeting Time
 - Class Meeting Place
- Contact Information**
 - Your Name & Title
 - Office Number/Building (if applicable)
 - Your Office Hours (both asynchronous & synchronous) (if applicable)
 - Office Phone & Fax Number
 - Email Address
- Material**
 - Required Readings/Texts
 - Suggested Readings
 - Email Account & other Instructional Technologies
 - Course packets
 - Other Materials
- Course Description**
 - Rationale of the course:
 - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area);
 - type of knowledge and abilities that will be emphasized;
 - how and why the course is organized in a particular sequence.
 - Learning Outcomes, goals, and objectives:
 - What the students will know at the end of the course (from course outline).
 - It is helpful to include objectives for each of the class meetings or topics.
- Teaching Philosophy** – What is your approach for teaching this course? What do you think students should do to best benefit from the course? You may include your expected teaching methods and a statement regarding students' responsibility for learning and your responsibilities as their instructor.
- Student Responsibilities**
 - Participation
 - Homework
 - Other daily responsibilities
 - Projects- including information on group processes
 - Tests/Exams
- Course Content & Outline** (may be in the form of a course calendar)
 - Class Meeting Dates
 - Holidays/Other non-meeting dates
 - Major Topics
 - Due dates for readings, assignments, tests, projects etc.

- Grading Method & Scale:** A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects as well as how they will be assessed and the overall grading scale and standards.
- Resources**
 - Web-based
 - Labs
 - Study groups/halls
 - Other types of help
- Essential Policy Information** (Accompanying each item should be a statement on how each will impact on grades.)
 - Attendance/lateness policy
 - Policy for late work
 - Policy for missed tests
 - Policy for extra credit
- ADA Policy:**

AMERICANS WITH DISABILITIES ACT: Any personal learning accommodations that may be needed by a student covered by the Americans with Disabilities Act (ADA) must be made known to the instructor as soon as possible. This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from the Learning Assistance Program (LAP).

For more information about services available to AHC students with disabilities, contact:
(805) 922-6966 ext, 3274 (Santa Maria Campus)
(805) 922-6966 ext, 5274 (Lompoc Valley Center from Santa Maria)
(805) 735-3366 ext, 5274 (Lompoc Valley Center from Lompoc)
(805) 928-7834 (TTY/TDD for the Deaf)
(805) 922-69-6966 (Video Phone)
- SYLLABUS CHANGE POLICY:** Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.