

**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)