

El Camino College Distance Education Program

Syllabus Outline Checklist

Please check the areas that are included in your online course syllabus in no particular order.

Instructor's Name	Semester & Year
Course Name/ #	Course Section

HEADING: EL CAMINO COLLEGE

SEMESTER, YEAR

Course Name/Course # /Title

Instructor:

Office Telephone: (310) 660-3593, Ext.

Instructor's Office Location:

Office Hours:
E-Mail:

I. REQUIRED TEXT:

Title of Text

Author's Name

Edition & ISBN #

Optional Text Requirement:

Supplemental Materials:

II. Course Description: (Found in the catalog)

III. Course Prerequisites: (Found in the catalog)

IV. Course Meeting Times (Hybrid):

V. Communication Policy:
 - Contact Policy
 - Available/Unavailable Times
 - Response Times

VI. Course Objectives: (These are the skills instructors will teach in the course; what will the students learn in the course? Found in the course outlines.)
Students will learn the following:
A.
B.
C.
D.
E.
F.

VII. Student Learning Outcomes: Upon completion of the course, students should demonstrate the following skills:
(Students must exit the course with these abilities and these abilities must be measurable. Must use measurable words; examples provided below) (Found in Curricunet)

VIII. Assessment Activities: The following activities will be used to assess mastery of student learning outcomes: (Include activities that lead to a course grade)
A.
B.
C.
D.

IX. Evaluation Criteria:
A.
B.
C.
D.
E.

X. Grading Scale:

XI. Attendance Requirements: (Regular Weely Contact Policy)

XII. Statement of Student Conduct: (May link to College Policy)
A. Instructor expectation of student conduct:
B. Late/Missed assignment policy:
C. Academic conduct, cheating, plagiarism: (Include College Policy)

XIII. Special Accommodations: (Disability Statement)
 Students with disabilities who believe they may need accommodations in this course are encouraged to contact the Special Resource Center at 310-660-3295 as soon as possible to better ensure such accommodations are implemented in a timely fashion. As well, please contact me privately to discuss your specific needs.

XIV. Disclaimer Statement:
Students will be notified ahead of time when and if any changes are made to course requirements or policies

XV. Semester schedule of topics and assignments

XVI. Distance Education Resources