

Southern West Virginia Community and Technical College
Faculty Syllabus Information and Checklist

Faculty Checklist

Course and Section:

Semester:

Instructor:

CRN:

Required:

Name of the College

Course Title

Credit hours

Semester and Year

Instructor's Name and email:

Instructor's contact information (phone, office hours)

Course Description from catalog

Any Prerequisites/co-Requisites

Textbook listed or OER

Technology Requirements

Methods of Evaluation

Course grading policy

Grading policy

Plagiarism

Student Learning Outcomes

Course Schedule

Course Outline

AI statement

Student Responsibilities

Attendance Policy

Late Work Policy

Checked the links for Academic Integrity,

Checked the links to Disability Service,

Checked the links SSConnect,

Checked the links Student Concerns,

Checked the links Student Grievance Procedure,

Checked the links Title IX

Checked the links Tutoring,

Checked the links Withdrawal from Class

Communication plan (if online)

Course Etiquette

Disclaimer