

Sample Standardized SAHP Course Syllabus Checklist

Course Details

Have You Included This?

1. Course name, number, credits
2. Instructor(s)' name(s)
3. Instructor(s)' office location, phone number, Fax #, email address
4. Instructor(s)' office hours
5. Lab time and place (if applicable)
6. Course description
7. When and where class meets

Course Goals/Objectives

8. Overall course goals
9. Course learning performance objectives

Course Requirements

10. Course pre-requisites/co-requisites
11. Textbooks and other required materials
12. Detailed description of how course will be graded (how many quizzes, exams, papers, etc.; weighting of each; how attendance, class participation etc., are counted in the grade)
13. Policy statements on such things as attendance, makeup exams, academic dishonesty, academic accommodations, etc., Moodle

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14. A list of all critical dates for administration of class including...

- a. Reading assignment dates, exam dates, including final exam
- b. Due dates for projects, papers, lab assignments, etc.
- c. Last day to drop without penalty
- d. Last day to drop with given grade
- e. Any other special dates (special speakers, holidays, etc.)

Policies and procedures related to student conduct:

<https://alliedhealth.lsuhscc.edu/Admin/studentconduct.aspx>

Guidelines for students with disabilities:

<https://www.lsuhscc.edu/administration/academic/ods/>

Academic standards:

<http://alliedhealth.lsuhscc.edu/Admin/academicstandards.aspx>

Academic calendar:

<https://alliedhealth.lsuhscc.edu/Admin/academiccalendar.aspx>

Catalog/Bulletin:

<http://catalog.lsuhscc.edu/>