

POLK STATE

COLLEGE

Required Items for Course Syllabus

1. General Course Information:
 - Course title, number and reference number (ex- ENC 1101 Reference 54321)
 - Semester (ex: 2010-1)
 - Class meeting days and times, classroom number
2. Instructor Information:
 - Name, PSC telephone number, office location, PSC email address
3. Posted office hours
4. Textbook title, author, and edition as well as any other required or recommended materials
5. Attendance Policy
6. Policies for Making up Missed Work
7. Grading Policy- how is the final grade determined?
8. Withdrawal Deadline
9. Final Exam Time and Date
10. Academic Dishonesty Policy (including penalties)
11. Course Calendar. This section shall include:
 - A tentative schedule of topics
 - A tentative schedule of tests
 - The due dates for major assignments
12. Any additional administrative and academic policies that pertain to the faculty member's course. Items faculty may wish to consider:
 - classroom behavior expectations
 - rules regarding cell phones, computers, etc. in class
 - consequences for tardy students
 - information about using the PAL site (if applicable)
 - description of major assignments
 - instructional methods
 - supplementary readings or course reserve readings at the library
 - additional resources such as websites, etc.
 - tips and strategies for success
 - any additional administrative and academic policies that pertain to the class