

AY 2026–27 FACULTY SYLLABUS CHECKLIST

COURSE BASICS

- ☐ Semester, year, and session included
- ☐ Course name, prefix, number, and section(s) listed
- ☐ Meeting days/times and classroom location provided
- ☐ Instructor name, office/location, office hours, and contact info included

REQUIRED COURSE INFORMATION

- ☐ Credits, class hours, and lab hours listed
- ☐ Prerequisites/co-requisites included
- ☐ Course description matches ACT 335
- ☐ Student Learning Outcomes match ACT 335 + activities and assessments noted

MATERIALS & TOPICS

- ☐ Required textbooks/materials match ACT 335
- ☐ Topics align with ACT 335 sequence
- ☐ Syllabus update statement included

GRADING & COURSE POLICIES

- ☐ Clear grading breakdown with % or points

ACADEMIC INTEGRITY & GENERATIVE AI (Required)

- ☐ Academic Integrity boilerplate included
- ☐ ONE GAI policy chosen (Permissive / Limited / No AI use)
- ☐ Expectations for attribution and consequences stated clearly

ACCESSIBILITY & STUDENT SUPPORT

- ☐ ADA/Disability Services statement and contact info included
- ☐ Guidance for reporting accessibility barriers

- ☐ Health & wellness resources included
- ☐ Crisis contacts included (988 & Campus Safety numbers)

COMMUNICATION EXPECTATIONS

- ☐ Preferred contact method + response time
- ☐ Clarify Canvas Inbox vs MCCC email use
- ☐ Netiquette expectations included

PARTICIPATION & ENROLLMENT REQUIREMENTS

- ☐ Mandatory participation requirement for financial aid
- ☐ Must engage within 1–2 days of course start

OPTIONAL SYLLABUS ELEMENTS

COURSE-SPECIFIC POLICIES

- ☐ Include calendar OR direct students to Canvas Syllabus page
- ☐ Late/missed work policy stated
- ☐ Attendance policy described
- ☐ Assignment submission procedures included
- ☐ Zoom/Teams expectations added if used

BEST-PRACTICE CLAUSES

- ☐ Freedom of Expression
- ☐ College Equity Statement
- ☐ Veteran's Resources
- ☐ IT Support Services
- ☐ Basic Needs Support
- ☐ Concussion Protocol
- ☐ Service Animal Policy