

COLLEGE CONNECTIONS

INSTRUCTOR SYLLABUS REVIEW FORM

The course syllabus should be presented and reviewed with students on the first day of class. Instructors should provide students with a copy of the master course syllabus and their instructor syllabus. Please review the instructor syllabus to ensure it has the following information included:

Instructor:	High School:	
Course:	CRN(s):	Date Completed:

	Course Instructor	Liaison
Required information:		
Instructor name & contact information		
Current semester		
Office hours/location		
Textbook/required materials		
Grading policy		
Attendance policy		
Late assignment policy		
Blackboard use policy		
Optional information you may include:		
Calendar of important dates/classes/assignments/etc.		
Note indicating syllabus may change		
Descriptions of assignments		
Extra credit policies		
Expanded civility issues (e.g., cell phone use)		
What the student can expect from the instructor		
Tips for success		
What's acceptable/what's not		

Instructor: please complete form and send with your syllabus to your liaison at the beginning of the term.

Liaison: please submit to LisaCooper@mail.sunyjcc.edu no later than 30 days after the start of the term (October 6 for fall/full-year courses and February 28 for spring courses.)