

El Camino College Compton Center
Academic Affairs

Syllabus Outline Checklist

Please fill in page numbers for each item and email to Syllabi-CEC@elcamino.edu

Instructor's Name	Semester & Year
Course Name & #	Course Section

Page

- HEADING: EL CAMINO COLLEGE COMPTON CENTER
- SEMESTER, YEAR
- El Camino Compton Center Mission Statement
- Course Name, Course #, Title
- Instructor Name
- Section Number:
- Lecture Meeting Days: .
- Lectures Times:
- Meeting Room:
- Instructor Information: (310) 900-1600, Ext.
- Instructor's Office Location:
- Office Hours:
- E-Mail:
- I. REQUIRED TEXT:
 - Title of Text
 - Author's Name
 - Edition
 - Optional Text Requirement:
 - Supplemental Materials:
- II. Course Description: (Found in the catalog)
- III. Course Prerequisites: (Found in the catalog)

- IV. Course Objectives:** (These are the skills instructors will teach in the course; what will the students learn in the course? Found in the course outlines.)
Students will learn the following:
A.
B.
C.
D.
E.
F.
- V. Student Learning Outcomes:** Upon completion of the course, students should demonstrate the following skills:
(Students must exit the course with these abilities and these abilities must be measurable. Must use measurable words; examples provided below)
A.
B.
C.
D.
- VI. Assessment Activities:** The following activities will be used to assess mastery of student learning outcomes:
A.
B.
C.
D.
- VII. Evaluation Criteria:**
A.
B.
C.
D.
E.
- VII. Grading Scale:**
- VIII. Attendance Requirements:** (Include College Policy)
A. Tardy Policy
B. Absence Policy
C. Excused or unexcused absences
- IX. Statement of Student Conduct:** (Include College Policy)
A. Instructor expectation of student conduct:
B. Late/Missed assignment policy:
C. Academic conduct, cheating, plagiarism: (Include College Policy)
D. Policy regarding audio taping of lectures:
E. If applicable, include policy regarding use of machinery or tools with safety regulations:
- X. Special Accommodations:** (Include the American Disability Act Statement)
- XI. Disclaimer Statement:**
Students will be notified ahead of time when and if any changes are made to course requirements or policies