



## **Course Outline Checklist for Instructors**

*Your Course Outline MUST contain the following elements. Use this checklist to help ensure accuracy prior to submitting your outline.*

### **Heading**

- |  |  |
|--|--|
| <input type="checkbox"/> College Name  | <input type="checkbox"/> College Department Name |
| <input type="checkbox"/> Semester and Year   | <input type="checkbox"/> Course Title            |
| <input type="checkbox"/> Course Prefix and Number  | <input type="checkbox"/> Instructor Name         |
| <input type="checkbox"/> Credit Hours  | <input type="checkbox"/> Contact Hours           |
| <input type="checkbox"/> Instructor Contact Information (phone, room number, email, website) |  |

### **Course Information**

- |   |  |
|---|--|
| <input type="checkbox"/> Catalog Description                          | <input type="checkbox"/> Course Learning Outcomes  |
| <input type="checkbox"/> Pre-requisites (if applicable)               | <input type="checkbox"/> Required Course Materials |
| <input type="checkbox"/> Methods of Instruction                       | <input type="checkbox"/> Methods of Assessment     |
| <input type="checkbox"/> FLCC Grading Policy                          | <input type="checkbox"/> List of Required Topics   |
| <input type="checkbox"/> Instructor Policies and Classroom Procedures |  |

### **Enhancements:** *Would your students benefit from any of the following?*

- Schedule or outline of assignments, due dates, projects, exams, etc.
- Your criteria for grading and a grading breakdown
- Statement on late work penalties, incomplete work, make-up exams
- Statement on accommodations for students with 504 Plan or IEP
- Description of special classroom procedures or rules (e.g. in laboratory settings)
- School District attendance policy (there is no formal FLCC attendance policy)
- Statement on FLCC withdrawal deadline, FLCC academic honesty policy
- List of services or resources available to students at the high school and at the college (e.g. FLCC tutoring center, writing center, math lab, library, etc.)