Please Submit This Form with Your Course Proposal

Course Outline Checklist

Full Name:

Course Outline includes following:	Achieved
Includes instructor name and contact information, including SCCC e-mail address	☐
Includes course code/designator and course title from the college catalog	☐
Includes course description from the college catalog	☐
Includes learning outcomes from https://www.sunysuffolk.edu/explore-academics/courses/index.jsp (must be identical but faculty may add others)	☐
Includes student requirements for completion of course – types of activities in course, e.g., readings, essays, quizzes, exams, presentations, etc.	☐
Includes procedures for achieving learning outcomes – basic requirements that students must accomplish to pass class; e.g., how many essays and of what length; how many exams of what type; etc	☐
Includes weekly outline of topics to be covered	☐
Includes attendance policy – must include religious observance policy (or link to it on SCCC website) – in fully online classes, attendance is based on some submission of work on a weekly basis (not just logging in)	☐
Includes grading policy	☐
Includes students with disabilities/ADA policy	☐