

**Guam Community College**  
**Syllabi Checklist Guide**

**1. INSTRUCTOR CONTACT INFORMATION**

- Name
- GCC Email
- Contact Number
- Office Location and Hours
- If applicable, virtual office hours or hours that you are available online

**2. COURSE DESCRIPTION**

- Extracted Verbatim from Catalog
- Student Learning Outcomes

**3. REQUIRED TEXTS AND SUPPLIES**

- List required course textbooks
- If a required text is available online, indicate where it can be accessed

**4. COURSE REQUIREMENTS**

- Course Number & Section
- Instructional Method: Traditional, Online, Hybrid (synchronous or asynchronous)
- Part of Term
- Meeting Location
- Program Office Hours Information
- If applicable, Learning Management System Online Class and/or Meeting Link

**5. EVALUATION CRITERIA/GRADING POLICY**

- Grading Scale

**6. ATTENDANCE**

- See template for attendance expectation statement.
- Insert your expectations regarding class participation.
- If applicable, students are required to log in regularly to the online class site, participate in all class activities.

**7. METHOD OF COMMUNICATION**

- How will you be communicating with students and how you would like them to communicate with you (phone, email, office hours, etc.)
- Set expectations regarding response time, student participation.
- Specific timeframes describing when to expect feedback for assignments and turnaround for communication.

**8. TECHNICAL REQUIREMENTS & REQUIRED SOFTWARE**

- If applicable, minimum recommended computer and internet configurations to successfully complete the course
- List other tools, resources, software and materials needed by the student for success in the course

## **9. MINIMUM DIGITAL LITERACY TECHNICAL SKILLS TO SUCCESSFULLY COMPLETE THE COURSE**

- -i.e. If applicable, students should be able to download and open electronic documents; create, save and upload documents

## **10. NETIQUETTE**

- Participate in class (online or in person), it is important to interact with your peers in an appropriate manner.
- Always use professional language in postings and emails.
- Be respectful of your classmates.

## **11. INSTITUTIONAL POLICIES**

- Academic Integrity
- Accommodative Services
- Computer Use Disclaimer
- Emergency and Evacuation Procedures
- FERPA Statement
- Student Authentication
- Title IX

## **12. RESOURCES AND LINKS**

- Accommodative Services
- Center for Student Involvement
- Health Services Center
- Reach for College
- Student Support Services
- Counseling & Advising

## **13. TECHNICAL SUPPORT**

- Course instructors serve as the first line of support for students needing assistance. College MIS staff serve as the next line of support.

## **14. SYLLABUS REVISION**

- The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessary, the instructor will immediately notify the students of such changes both by email and announcement.

## **15. COURSE SCHEDULE/OUTLINE**

- i.e. meeting dates, weekly topics, activity.
- See template for sample course schedule/outline.