

**Sacramento City College**  
**Student Information Sheet or Syllabus Check List**

Name : \_\_\_\_\_

Course : \_\_\_\_\_

**IMPORTANT**

**General Course Information:**

- \_\_\_\_\_ 1. Course name, number, and code
- \_\_\_\_\_ 2. Class meeting day and time
- \_\_\_\_\_ 3. Meeting location (building name and room number)
- \_\_\_\_\_ 4. Semester and year

**Faculty Contact Information:**

- \_\_\_\_\_ 1. Name
- \_\_\_\_\_ 2. Phone number/Voice mail number or any other number for student contact
- \_\_\_\_\_ 3. Los Rios e-mail address
- \_\_\_\_\_ 4. Office location (building name and room number) or location for office hours
- \_\_\_\_\_ 5. Office hours

**Course information on SLOs, textbooks, and grading:**

- \_\_\_\_\_ 1. Student learning outcomes from official course outline in SOCRATES (REQUIRED)
- \_\_\_\_\_ 2. Required and recommended textbook and supplies
- \_\_\_\_\_ 3. Grading policies, scales, and evaluation criteria

**STRONGLY SUGGESTED additional course information:**

- \_\_\_\_\_ 1. Course description from official course outline or reference to course description in the college catalog
- \_\_\_\_\_ 2. Course prerequisites, corequisites, and/or advisories from official course outline
- \_\_\_\_\_ 3. Course objectives
- \_\_\_\_\_ 4. Instructional methods of choice
- \_\_\_\_\_ 5. Weekly course outline and/or calendar including specific assignments, due dates, and examination dates including final examination
- \_\_\_\_\_ 6. Policy statements regarding:
  - \_\_\_\_\_ Behavioral standards for the classroom, including the use of electronic devices – cell phones, pagers, games
  - \_\_\_\_\_ Plagiarism/cheating
  - \_\_\_\_\_ Tardiness and attendance (note: you may not use attendance for grading)
  - \_\_\_\_\_ Make up policy
  - \_\_\_\_\_ Accommodations for students with documented disabilities
  - \_\_\_\_\_ Extra credit, if applicable
  - \_\_\_\_\_ Field Trips, if applicable