CAP COURSE SYLLABUS CHECKLIST AND FEEDBACK FORM

Instructor: Click or tap here to enter text.   **High School:** Choose an item.

Course: Click or tap here to enter text.

Evaluator: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Below is a list of required items for a CAP course syllabus. Check off each item that is included on the syllabus you are reviewing. If any required items are missing, incomplete, or incorrect, indicate this in the comments section and request an updated syllabus.
Note: This list does not preclude the addition of other information pertinent to the course.

REQUIRED CAP SYLLABUS ITEMS

☐ **CCC Logo**

☐ **Course Title**

☐ **Course Prefix & Number**

☐ **Credit hours**

☐ **Course Prerequisites and Corequisites**
   Should match the information on the CAP Course Prerequisites and Corequisites chart.

☐ **Semester and Year** (*Full-year courses should list the academic year*)

☐ **Name of High School**

☐ **Class Meeting Days/Times**

☐ **Instructor Name**

☐ **Instructor Email**

☐ **Instructor Office Hours/Location**

☐ **Course Description** (*Must match college catalog description*)

☐ **Course Objectives**
   Should include the course specific measurable student learning outcomes approved by the department; additional detail may be added, but none may be removed.

☐ **Lab Objectives** (*if applicable to the course*)

☐ **SUNY General Education Category/Learning Outcomes** (*if applicable to the course*)

☐ **Textbook/Required Materials**

☐ **Methods of Instruction/Course Organization**

☐ **Methods of Evaluation**

Should include the types of assignments (exams, papers, projects, homework, etc.), a description of the assignments, and the weight of each type of assignment.

☐ **Make-up Policy**

Should include any penalties that will be applied for late work.

☐ **Grading Scale**

Should indicate the numerical score ranges that correspond to the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, and F

☐ **Attendance Policy**

Should indicate the high school policy on attendance requirements and implications of non-attendance.

☐ **Accommodative Services**

If you have or suspect you may have any type of disability or learning problem that may require extra assistance or special accommodations, please speak to me privately as soon as possible so I can help you obtain any assistance you may need to successfully complete this course.

☐ **Academic Honesty**

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example, to misrepresent another person or entity's work as one's own, to take credit for someone else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success. This includes the use of AI-generated language, visuals, or audio without proper attribution and permission from your instructor.

☐ **Course Continuity Plan**

In the case that the high school officially closes because of an emergency which causes a short-term disruption of this course, we will utilize *[CAP teacher should fill in method to be used (e.g., email, Teams, Google Classroom)]* to continue this course in the short-term (1-3 weeks).

☐ **Technology Statement**

A CCC student should expect that any class may require some course activity that uses a computer and the internet. Activities could include, but are not limited to, accessing the course syllabus, schedule, or other handouts on a website, completing homework online, taking quizzes or submitting written work, participating in a discussion or sending/receiving email.

COMMENTS FOR CAP INSTRUCTOR