

# CHRP SYLLABUS FORMAT CHECKLIST

**PLEASE NOTE:** *CHRP syllabi should follow this format exactly and include all twelve sections as listed below. If a section or subsection does not apply, list the section in the syllabus and write “none” or “N/A” as indicated. A copy of this checklist should be attached and submitted along with the syllabus.*

## **TITLE PAGE**

\_\_\_\_\_ The title page should follow the established CHRP format. Contact hours must be calculated correctly.

## **SECTION 1 GENERAL INFORMATION**

\_\_\_\_\_ Catalog Description  
\_\_\_\_\_ Course Rationale  
\_\_\_\_\_ General Course Objectives

## **SECTION 2 INSTRUCTIONAL METHODOLOGIES**

\_\_\_\_\_ General Techniques  
\_\_\_\_\_ Resource - Based Techniques

## **SECTION 3 INSTRUCTIONAL MATERIALS/SUPPLIES**

\_\_\_\_\_ References - Print Materials  
\_\_\_\_\_ References - Audiovisual Materials  
\_\_\_\_\_ References - Computer Requirements

## **SECTION 4 GENERAL EVALUATION PROCEDURES**

\_\_\_\_\_ Student Evaluation Procedures  
\_\_\_\_\_ Instructor Evaluation Procedures  
\_\_\_\_\_ Performance, Lab, Clinic, and Project Evaluation  
\_\_\_\_\_ Makeup and Retake Examinations

## **SECTION 5 GENERAL PROCEDURES**

\_\_\_\_\_ Class times and/or duration  
\_\_\_\_\_ Instructional setting (lab, clinic, classroom, etc.)  
\_\_\_\_\_ Any other general comments

## **SECTION 6 CLASS ATTENDANCE/CONDUCT/DRESS CODE POLICIES**

\_\_\_\_\_ General Remarks  
\_\_\_\_\_ Session Absence Grading Effects  
\_\_\_\_\_ Session Tardiness Grading Effects  
\_\_\_\_\_ Conduct/Dress

**SECTION 7 DUE DATES/DEADLINES**

\_\_\_\_\_ Assignments and examination dates

**SECTION 8 SESSION SCHEDULE**

\_\_\_\_\_ General Remarks

\_\_\_\_\_ Tentative Sessions Schedule

\_\_\_\_\_ Tentative Media Schedule

**SECTION 9 INSTRUCTIONAL STAFF**

\_\_\_\_\_ Primary instructional

\_\_\_\_\_ Titles, office locations, phone numbers, and office hours

**SECTION 10 CHRP POLICIES**

\_\_\_\_\_ Copyright Policy

\_\_\_\_\_ Intellectual Property Policy

\_\_\_\_\_ Disability Policy

**SECTION 11 ACADEMIC INTEGRITY & PLAGARISM**

\_\_\_\_\_ CHRP Academic Integrity Policy

\_\_\_\_\_ CHRP Plagiarism Statement

**SECTION 12 PATIENT PRIVACY AND CONFIDENTIALITY**

\_\_\_\_\_ HIPAA Statement

\_\_\_\_\_  
Originating Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Slot Number