**Catalina High School**

*“Working together to encourage students to find passion in learning and achieving greatness”* **Major and Minor Components of a Course Syllabus**

* Course Description/Overview
	+ Contact information
* Welcome statement
* Purpose(s)/goal(s) of course
* Course Content
* Topics/themes/areas of study
* Skill/Objectives
* Reading/Writing requirements
* Course calendar/schedule outline
* Course Materials
	+ Textbooks
	+ General supplies (e.g., pencils/pens, paper)
	+ Calculators
	+ Lab equipment
	+ Mathematical tools (e.g., ruler, compass, protractor)
* Course Policies
	+ Attendance/absences/tardiness
	+ Make-up work/late work
	+ Classroom rules/expectations
	+ Disciplinary policy
	+ Passes (e.g. no passes during first or last
* Grading Policy/Assessment
	+ Grading scale
	+ Point value of items graded
	+ Calculation of grades
	+ Extra credit
	+ Types of assessments
	+ Retesting
	+ Progress reports
* Course Procedures
	+ Course format/pacing
	+ Work requirements
	+ Labs/group work
	+ Notebooks/binders
	+ Parent-student signature or contracts
* Personal Statement
	+ Words of Wisdom
	+ Pedagogical assumptions
* Additional Information
	+ School-related opportunities
	+ Extra help
	+ Parent and student signature (may want to include space for email or cell phone number for contact)