**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)