**GREEN SHEET CHECK LIST**

**☐1.COURSE INFORMATION:**

**☐** Quarter/Year

**☐** Name

**☐** Course Number, Course Section, and CRN

**☐** Days and Time

**☐ 2. COURSE REQUIREMENTS:**

**☐** Prerequisites

**☐** Description of the course

**☐** Textbook(s) and/or equipment

**☐** SLO: search for your specific class at: <http://ecms.deanza.edu/deptoutlinespublic.html>

**☐ 3. INSTRUCTOR INFORMATION:**

**☐** Name

**☐ District email: LastNameFirstName@deanza.edu**

**☐** Contact Phone Number:

**☐ Office Hour(s) and Location- all information must be on your syllabus/green sheet**

**~Full time faculty** are required to have at least 4 hours per week according to the FA contract 10.08 (pg. 60-61).

**\*\* ~ Part time faculty:** Based on the FA contract, all part-time faculty will automatically get paid for office hours based on your load (in with your pay for instruction). This means all part-time faculty need to offer office hour(s). For your reference, here is the link to the FA newsletter outlining the change:

 <http://fa.fhda.edu/fanews/2015/April-15-FA-NEWS.pdf>

* *Note 1: Request for the* ***Baldwin Winery*** *location**will be based on availability. Please send Dana Kennedy at kennedydana@fhda.edu your request so that she may order you a FOB.*

**☐ 4. ATTENDANCE REQUIREMENTS**

**☐ 5. GRADING CRITERIA** (i.e., exams, quizzes, homework, classroom participation. etc.).

**☐ 6. DESIRABLE ITEMS:**

**☐** Assignment Schedule

**☐** Exam Schedule

**☐** Final Exam Schedule – date and time: <http://www.deanza.edu/calendar/finalexams.html>

**☐**Important Dates (i.e., Drop date, etc.): <https://www.deanza.edu/calendar/>

**☐** Resources On Campus: [Tutorial](http://www.deanza.edu/studentsuccess/), [EDC](http://www.deanza.edu/dss/), [Counseling](http://www.deanza.edu/counseling/), etc…

**☐** Classroom Conduct: [Academic Integrity](http://www.deanza.edu/studenthandbook/academic-integrity.html)

**☐** [Mutual Respect Policy](http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf)

**☐** [Student Grievance Procedure](http://www.deanza.edu/studenthandbook/grievance.html)

**☐** [Student Rights & Responsibilities](http://www.deanza.edu/studenthandbook/studentrights.html)