

Syllabus checklist

Preamble

The course syllabus provides vital information for the students and protects and supports faculty members. The following guidance is intended to help you start your class with a syllabus that will serve both you and your students.

Organization

The syllabus should be divided into two sections, one section addressing policy information and the second section addressing course information.

Part I: Policy Section

Introduction

The syllabus should contain the following information in this section:

1. Mt. San Jacinto College (on the first page)
2. Basic course information including:
3. Course number
4. Section number
5. [Course description](#) - Access description by clicking Courses under the Search box in CurricUNET.
6. [Course objectives](#)
7. [Course Learning Outcomes \(CLOs\)](#)
8. Room number
9. Meeting day(s) and time(s)

Note:

- Course description information is located in the course outline of record or college catalog. Please use the link above to view the course outline of record and CLO's.
- Please use the link above, **and only this link**, to access your CLOs.
- Do not utilize CLOs from eLumen, CurricUNET, Canvas or instructor/department websites.

Personal Information

1. Information about you
2. Name
3. E-mail/social media connections
4. Office number
5. Office Hours (for full-time faculty)

Materials

Books and assigned materials and resources (list complete information addressing all recommended and required reading materials and resources)

Note: If the list is excessive then it may be appropriate to have a separate sheet for course materials.

Grading Policy

- Grading policies should address the following:
- Grade system: point, letter, %, etc.
- Late work
- Make-up work

- Exams and quizzes
- Class participation

Note: while it is appropriate to base grades on class participation, it is not appropriate to use attendance as a grading criterion; however, you may drop a student based upon missing a stated amount of class time.)

Miscellaneous

Classroom Etiquette: use of technology, inappropriate talking in class, tardiness or early departures, sleeping, etc.

[Netiquette](#): rubric for grading discussions and expected discussion etiquette.

[Regular Effective Contact](#) (online only): policy describing faculty interaction with students including frequency, expectations, absences, and type of contact.

Plagiarism and Cheating: copyright policy, process and consequences for addressing cheating or plagiarism, consequences for source use outside authorized source list, inappropriate use of technology, etc.

Note: refer to the [Standards of Student Conduct](#) (AP 5500), [Student Discipline Procedures](#) (AP 5520), and/or the [Acceptable Use Policy](#). Standardized language on plagiarism and cheating is also available in the course catalog.

[Academic Support](#): support services are provided for students through each campus Learning Resources Centers or Career and Technical Tutoring Centers. Inquire at each center regarding hours of operations and specific subjects for which tutors are available. In addition, some subject area specialist tutors are available for courses through specific departments. Ask your instructor if specialized tutors are available for your individual course. Additional Services: [Veteran Resources](#), [Disabled Student Services](#), [EOPS](#), [Puente Project](#), [more](#).

Disability Statement: Mt. San Jacinto College abides by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a counselor in [Disabled Students Programs and Services](#) (DSP&S) as soon as possible.

Part II: The Schedule

List every meeting or week when your class will meet. Include descriptions of the following:

- Topics covered
- Homework and assignments
- Anticipated assignments and test due dates
- Grade weight of the assignments if not already mentioned in the policy section.
- A statement that the final is a requirement of the course and the final will be administrated at the scheduled time and day.

Note: The final schedule should be followed as close as possible and only modified for individual students under only exceptional circumstances. To change the final requires administrative approval.

Effective summer 2012, the state has instituted a new policy regarding repetition and withdrawal. According to this new policy, students will be limited to **THREE** enrollment attempts in a course if a student has earned an F, D, NP, NC, and/or W. This policy does not affect repeatable courses (courses that can be taken more than one time for credit). This means students who have enrolled in the same course three times with any combination of substandard grades and/or Ws will not be permitted to enroll in that same course again beginning summer 2012. All past enrollments before this change **will count** towards this new limit. Drops that do not result in a W grade will not count towards this limitation. One additional enrollment may be permitted by petition with documented extenuating circumstances. Once students have reached the maximum number of enrollments, if they would like to repeat the course again, they will have to attend another institution to enroll in the course. Students should therefore be much more judicious when considering whether to stay in a class that they do not have the time to devote to as well as whether to drop a class if doing so will result in a W.

Part III: Submission

Submit the completed syllabus to the Instruction Office by the end of the second week of class. Send it to the following:

San Jacinto/Banning/San Gorgonio: SJCsyllabi@msjc.edu

Menifee/Temecula: MVCSyllabi@msjc.edu

Dual Enrollment: dualsyllabi@msjc.edu