Syllabus checklist

Preamble

The course syllabus is important. If well-written, it 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 that contains your policies as an instructor and vital policy information for the students and a second that walks the students through your class meeting by meeting.

Part I: Policy Section

Introduction. Your syllabus should contain the following information in this section:

1. Mt. San Jacinto College (on the first page)

2. Basic course information that includes course description, course objectives, section number, room number, meeting times, and course number.

   Comments and suggestions: if you like, course description information could be taken from the college catalogue and outline of record.

3. Information about you: Name, e-mail, school phone number, office number, if appropriate (on the first page), Office Hours (for full-time faculty)

4. Books and assigned materials (list complete information about all recommended and required reading and about any other materials or resources you would like students to have to be successful in the course.)

   Comments and Suggestions: If this list is excessive then it may be appropriate to have a separate sheet for course materials.

5. Grading policy (Grade system: point, letter, etc.) What is your policy about late work? Make-up work and exams? Please note: while it is appropriate to base the grade 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.)

6. Classroom etiquette (how do you feel about inappropriate talking in class? cell phones and pagers? tardiness or early departures? sleeping?)

   Comments and Suggestions: This section should be your opportunity to inform students about inappropriate behavior. If you mention these behaviors in this section, it could very well reinforce you and protect you if problems with students arise during the semester.
7. A plagiarism and cheating policy (what will you do if a student plagiarizes or cheats? Will you allow the work to be made up? Do you in all cases fail the student on an assignment that was plagiarized or was the result of cheating?)

Comments and Suggestions: There is standard language on plagiarism and cheating available to help you with this section. One source is located in the college catalog.

8. Academic Support is available for all students through the services provided in each campus Learning Resources 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.

Comments and suggestions: This item is included so that we can better serve the students and obtain apportionment for these activities in part by putting this into the syllabus.

9. 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.

10. The Federal Government and the Accreditation Team requires Course Learning Outcomes (CLOs) be accessible to students. CLOs must be in the Blackboard shell, course syllabus, or as a link to the course outline of record.

Part II: The Schedule

List every meeting or week when your class will meet. Include descriptions of the following: what you will cover in class, homework and assignments, anticipated assignments and test due dates, the 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 is to be administrated at the scheduled time and day

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

Adopted November 22, 2011

Academic Senate working in conjunction with the VP of instruction (Dennis Anderson)