



Syllabus Submission Form (Fall 2022)

INSTRUCTIONS: Please upload a copy of the syllabus in PDF format for each course that you are teaching and ensuring the following: 1. Naming Convention: Name your syllabus file(s) using the course ID number and the CRN. Example: "MENT 40-43000" 2. Be sure to include your: -Mt. SAC contact information -Office hours and location -Course number and title -Class days, times and location -Course description -SLOs (written out) to your course - Grading systems and rationale -Required textbooks and materials - Attendance policy -Statement of accommodations for students with disabilities -Course outlines with weekly topic(s) and assignments -Covid-19 Note -Other special requirements and/or policies 3. Deadline: Upload all of your syllabi below no later than the FIRST week of the session by 5:00PM Friday. IMPORTANT NOTE: Accreditation requires syllabi to list course Student Learning Outcomes (SLOs). Therefore, please add your SLOs. The words "Student Learning Outcomes" must be listed on your syllabus. **Per Article 18.B of the Faculty Agreement, submitting records in an accurate and timely manner is a contractual faculty obligation. Failure to submit accurate records by the established deadlines may be reflected on your faculty evaluation.**

First Name *

Last Name *

Programs *