CREATING A MT. SAC SYLLABUS

EXAMPLE: Syllabus meeting Mt. SAC's Requirements

(/pod/resources/adjunctfaculty/syllabus/syllabusexample.html)

EXAMPLE: Syllabus using Universal Design (/pod/resources/adjunctfaculty/syllabus/udlsyllabus.html)

BACK to Main Page (/pod/resources/adjunctfaculty/index.html)

FOLLOW THE MT. SAC SYLLABUS REQUIREMENTS AND GUIDELINES
A syllabus will be ideally distributed on the first day of class and include the following:

Course Identification:

• **College name**

• **Term and year**

• **Course number, title, reference number (CRN)**

- **Class days / time and location**
- **Instructor name**

Course Resources :

- **Office location and office hours (can say, "by appointment" for adjunct faculty)**
- **Phone/voice mail and Mt. SAC e--mail.**
- **Class website (if applicable)**
- **If announcements and changes to the syllabus are made exclusively through electronic means, students should be informed what type of communication will be used (e.g. email or portal announcement).**

Course Information:

- **Course description**
- **Measurable objectives**
- **Textbook(s) title, author, edition**
- **Course prerequisites**

Find Course Info Here (/webcms/)   **(See step-by-step guide to using Web.cms below)**

← → C ⌂ ⓘ webcms.mtsac.edu

MT. SAC
Mt. San Antonio College

WebCMS Start Page

WebCMS is Web Application that helps colleges automate their curriculum proposal/approval process.

Public Access ← **Click here to start**

The area of WebCMS gives public Web site visitors and other college/universities access to your college's course information and programs. All classes offered by the college are searchable by course department and course number. The public also has access to dynamically linked IGETC and CSU lists.

Admin Access

The back-end of WebCMS is where proposals are created and approved. Both course and program proposals are supported.

Additional Resources

Tutorials

Tutorials that describe how to perform basic functions.

System Requirements
Operating System:
Windows 95/98/Me; Windows NT v4.0; Windows 2000; Windows XP
OR
Mac OS X
Your Operating System: Win32

Browser:
Microsoft Internet Explorer 4 (or higher) for Windows
OR
Mozilla Firefox 1.5 (or higher) for Windows/Macintosh
JavaScript and cookies must be enabled
Your Browser: Netscape 537.36

System Recommendations
Browser:
Microsoft Internet Explorer 5 (or higher) OR Mozilla Firefox 1.5 (or higher)

Screen Resolution: at least 800x600
Your Resolution: 1920x1080

← → C ⌂ ⓘ webcms.mtsac.edu/college_selection.asp

WebCMS - College Selection

MT. SAC
Mt. San Antonio College

WebCMS - College Selection

Select College		❓
College	Mt San Antonio College - Credit ▼	

Choose from Credit or Non-Credit Courses

Continue

← → C ⟳ | ① webcms.mtsac.edu/search.asp

WebCMS Public Access

WebCMS Public Access

Search for Course Outlines

Subject: -- All Subjects -- ▾

Course Number:

Search

Narrow your search:

Find specific courses

Search for Program Outlines

Program Name:

Search

General Education/Transfer Information

- CSU General Education Course List
- Intersegmental General Education Transfer Curriculum (IGETC)

← → C ⟳ | ① webcms.mtsac.edu/results.asp

WebCMS Search Results

To view Course Outline of Record (COR): Click on link

Click on the course name for class information.
1 courses found.   New Search

Course	Suppl	Course Title	Date Approved	Status
SPCH 8	Y	Professional and Organizational Speaking	9/23/2014	CURRENT

2. Course Outline Information

a. Lecture Topical Outline:

Course Topic Expectations

- Organizational communication networks
- Organizational culture
- Diversity within organizations
- Communication channels in the workplace
- Verbal and nonverbal messages
- Intercultural communication in the workplace
- Sexual harassment, avoidance and response
- Delivering and receiving criticism
- Managing workplace conflict
- Principles of employment interviewing
- Types of employment interviews
- Organizational leadership
- Professional work groups and teams
- Types of meetings
- Conducting meetings
- Audience analysis in the workplace
- Types of professional presentations
- Developing a presentation: thesis, main points, transitions, introductions and conclusions
- Supporting material and research techniques
- Visual aids in professional presentations
- Computer mediated visual presentations (PowerPoint)
- Creation of professional charts and graphs for visual aids
- Speech delivery techniques: nonverbal and verbal
- Persuasive message structures
- Persuasive appeals: ethos, pathos and logos
- Ethical persuasion in the workplace
- Final examination

b. Lab Topical Outline:

3. Course Measurable Objectives:

Course Measurable Objectives

Provide a minimum of five (5) course measurable objectives:

1. Explain basic theories and principles of leadership within organizations.
2. Describe the role and scope of organizational communication in society.
3. Demonstrate effective interviewing skills.
4. Prepare outlines for speeches in a professional context that reflect effective critical thinking and audience analysis.
5. Prepare and deliver effective business presentations.
6. Compare and contrast the impact of gender roles and culture within organizations.

4. Course Methods of Evaluation:

Category 1. Substantial written assignments for this course include:

3-5 page informative speech outline
4-5 page persuasive speech outline
3-5 page case study analysis essay

Category 3. Skills Demonstrations:

Multiple speeches demonstrating speaking styles appropriate for the workplace

Multiple group performances, evaluated for effectiveness using various speaking criteria

Impromptu speaking exercises

Category 4. Objective Examinations:

Multiple choice, matching and short answer questions on organizational and professional communication topics.

5. Sample Assignments:

Course Sample Assignments

Provide a minimum of three (3) sample assignments:

1) Research and write a formal outline for an informative presentation addressing a recent research finding in organizational communication. A minimum of six scholarly and/or trade publications should be cited. Prepare and deliver this speech in class using effective speech delivery techniques. Speaking time should be 7-9 minutes.
2) Research and write a formal persuasive outline for a presentation to a specific workplace audience proposing a change of policy utilizing an appropriate theoretical framework, such as Monroe's Motivated Sequence. A minimum of eight scholarly and/or trade publications should be cited. Prepare and deliver this speech in class using effective persuasive speech delivery techniques. Speaking time should be 8-10 minutes.
3) Review the provided case study addressing a gender- or culture-based workplace conflict. Write a 3-5 page essay identifying conflict variables within the scenario and propose a specific course of action to resolve this conflict.
4) Write and deliver a 1-2 minute "Elevator Speech" to present yourself and your best attributes quickly to a potential business associate.
5) Select a job or internship position notice and prepare for an interview for the position by creating a 4-5 page company profile, list of anticipated questions, and strong opening and closing statements.

6. Representative Text:

If the course is requested to be or is CSU transferable, provide at least one (1) representative text that has been published within the last five (5) years. A representative text is optional for a non-transferable course.

Approved Course Textbooks

*Ask Department Chair what textbook has been pre-assigned to your class.

Author:	Ronald Adler and Jeanne Elmhorst
Title:	Communicating at Work
Publisher:	McGraw Hill
Date of Publication:	2012
Edition:	11th

Student Learning Outcomes (listed or link provided):

Find SLO's Here (/instruction/outcomes/sloinfo.html)

Required Materials and Supplies for the Course:

Calendar/Schedule: Find Mt. SAC's Calendar Here (/schedule/calendar.html)

• **Tentative Calendar/Schedule, recommended to be weekly or daily:**

o **Exam dates, including final exam, and major assignment due dates**

o **Field trip dates as applicable**

o **Reading assignments, may include other assignments**

o **Holidays**

Interactive Online Final Exam Schedule (/schedule/finals/finals-results.html?see-all=true)

www.mtsac.edu/schedule/fall.html

Mt. San Antonio College   Portal Login   Search

Schedule of Classes   Search for Classes   Fall   Winter   Spring   Summer   Academic Calendar

TO FIND THE FINAL EXAM SCHEDULE:

1. SEARCH FOR MT. SAC's SCHEDULE OF CLASSES

2. CLICK ON LINK (if it's provided)

3. DOWNLOAD SCHEDULE OF CLASSES

4. CTRL+F "FINAL EXAM" TO FIND THE SCHEDULE

Fall

Mt. SAC h

- Choose
- Save mo
- Pursue a

Key D

- Registra
- Credit Classes: **August 28, 2017 to December 17, 2017**
- Finals Week: **December 11-17, 2017 (2017 Fall Final Exam Schedule)**

Search our Schedule of Classes

- Use the **Online Search for Classes**
- View the **Open Class List**
- Download Schedule of Classes

Take the Next Step

- Learn the **Steps to Apply and Enroll**
- Explore our **Academic Programs and Classes in our Catalog**

Mt. SAC classes provide practical, hands-on experiences for students, including in this chemistry laboratory and welding class.

NAVIGATING THE FINAL EXAM SCHEDULE

2017 FALL FINAL EXAM SCHEDULE

The schedule below is intended to provide professors a 2½ hour time period for final exams. **Final exams are required in all courses for all students.** Permission to schedule a final exam at a time other than the time it is regularly scheduled must be secured at least one week in advance of any change. The professor may not change the scheduled time for the final exam without authorization from his or her division dean. **The student should consider the final exam schedule before selecting semester courses.** Final exams are given in the same classroom in which classes meet regularly. Double-period classes meet according to the first day in the week that the class meets and according to the first period in the day the class meets. All Friday final exams between 4:00 and 7:00 p.m. will be held on Friday, December 15. **Saturday and Sunday classes will conduct final exams on December 16 and 17 at the same time the classes regularly meet.** Short-term classes will conduct final exams during the last class meeting. Afternoon and evening classes are shaded below.

	Monday, December 11	Tuesday, December 12	Wednesday, December 13	Thursday, December 14	Friday, December 15
7:30 a.m. - 10:00 a.m.	M 8:00-11:10am M 8:30-11:40am M 8:00-12:15pm M 9:00-1:15pm MW 6:45-7:50am MW 6:55-8:20am MW 7:00-9:30am MW 7:30-8:35am MW 7:30-9:35am MW 8:00-9:25am MW 8:15-9:20am MW 8:30-9:55am MW 8:30-10:35am MW 8:45-9:50am MWF 7:00-8:15am MWF 7:30-9:05am MWF 8:00-9:15am MWF 8:00-9:35am MWF 8:30-9:45am 4 days 7:30-8:40am 4 days 8:30-9:40am	T 8:00-11:10am T 8:30-11:40am T 8:00-12:15pm T 9:00-1:15pm TTh 6:45-7:50am TTh 6:55-8:20am TTh 7:30-8:35am TTh 7:30-9:35am TTh 8:00-9:25am TTh 8:00-10:30am TTh 8:15-9:20am TTh 8:30-9:55am TTh 8:30-10:35am TTh 8:45-9:50am TThF 7:00-8:15am TThF 7:30-9:05am TThF 8:00-9:15am TThF 8:00-9:35am TThF 8:30-9:45am	W 8:00-11:10am W 8:30-11:40am W 8:00-12:15pm	Th 8:00-11:10am Th 8:30-11:40am Th 8:00-12:15pm	F 8:00-11:10am F 8:30-11:40am F 8:00-12:15pm
10:30 a.m. - 1:00 p.m.	M 11:30-2:40pm M 12:00-3:10pm MW 11:00-12:15pm MW 11:15-12:20pm MW 11:30-12:45pm MW 11:30-12:55pm MW 12:00-1:05pm MW 12:00-1:25pm MW 12:00-2:05pm MWF 11:00-12:35pm MWF 11:30-1:05pm 4 days 11:30-12:40pm	T 11:30-2:40pm T 12:00-3:10pm TTh 11:00-12:15pm TTh 11:15-12:20pm TTh 11:30-12:45pm TTh 11:30-12:55pm TTh 12:00-1:05pm TTh 12:00-1:25pm TTh 12:00-2:05pm TThF 11:00-12:35pm TThF 11:30-1:05pm			WF 12:00-1:05pm WF 12:00-1:25pm WF 12:00-2:05pm

1. FIND THE DAYS AND TIMES YOUR CLASS NORMALLY MEETS

2. FOLLOW THE X & Y AXIS TO FIND THE DAY AND TIMES OF THE FINAL EXAM

Grading Policies and Methods:

• Assessment methods

• Grading rationale, including:

o Definition of ABCDF (or credit/no credit)

o Points and/or percent for each exam, assignment and affecting policies.

o Specific requirements to pass the course such as final exam or field trips.

• Behaviors that adversely affect the grade, including attendance if applicable

Accommodating Students with Disabilities Statement   ACCESS Website (/access/)

Course Rules and Policies :

• **Academic Integrity policy (include at least a reference to academic misconduct policy in the catalog).**

Find Academic Honesty Policy Here (/distancelearning/docs/2013-14_Catalog_StudentHonestyPolicy_1.pdf#search=academic%20honesty)

o Other classroom rules and/or behavior Policies, if applicable, such as acceptable electronic devices in class, labs, or during exams

Additional traditional syllabus content to consider:

• **Additional attendance policies.**

• **Registration and withdrawal policies.**

• **Late work and make up assignments/exams policies.**

• **Extra credit policies.**

• **Availability of campus resources to support your class.**

• **How instructor will communicate with students**

• **Credit hours**

• **Instructor personal website**

• **Instructor specific detailed course description**

• **Instructor specific objectives**

• **Instructor preferred means of communication**

• **Textbook ISBN, acceptable versions**

• **Quizzes, homework due dates**

• **Digital media policy (recordings, pictures, etc.)**

Non--traditional, student--friendly content to consider:

• **Suggested practices on how to succeed in class**

• **Suggestions on how to make effective use of office hours**

• **Guidance on formation of study groups**

• **Instructor's teaching methods and/or teaching philosophy**

• **Instructor biographical information including personal interests**

• **Use of clip--art, photos or graphics**

• **A student--friendly format, such as a newsletter format**

Distance learning syllabi should also include:

• **How to access the course (e.g. login instructions)**

• **System requirements including software requirements**

• **Who to contact for IT issues**

• **How student "contact hours" will be assessed in the course**

• **How class information will be communicated (e.g. portal announcements vs. class website vs. email)**

BACK to Main Page (/pod/resources/adjunctfaculty/index.html)