# **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)



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\*\*\*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:**

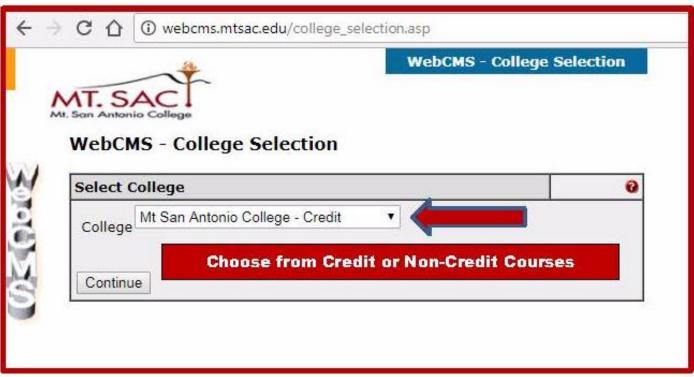
- Office location and office hours (can say, "by appointment" for adjunct faculty)
- Phone/voice mail and Mt. SAC e--mail.
- Class website (if applicable)
- If announcements and changes to the syllabus are made exclusively through electronic means, students should be informed what type of communication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

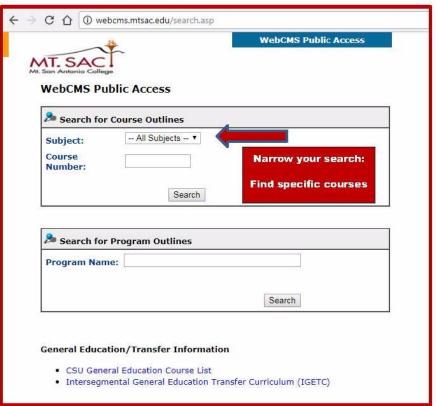
## **Course Information:**

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

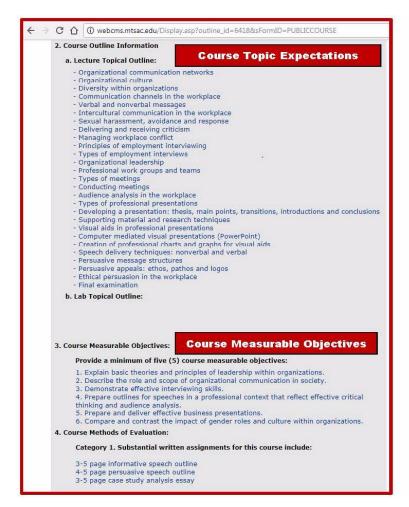
Find Course Info Here (/webcms/) (See step-by-step guide to using Web.cms below)

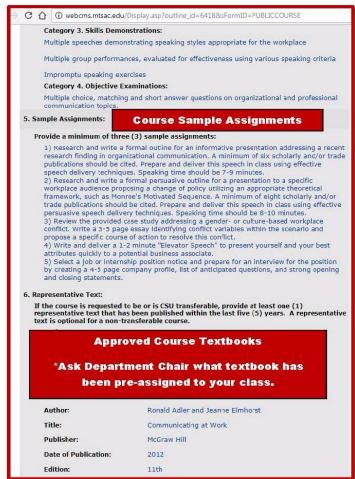












### Student Learning Outcomes (listed or link provided):

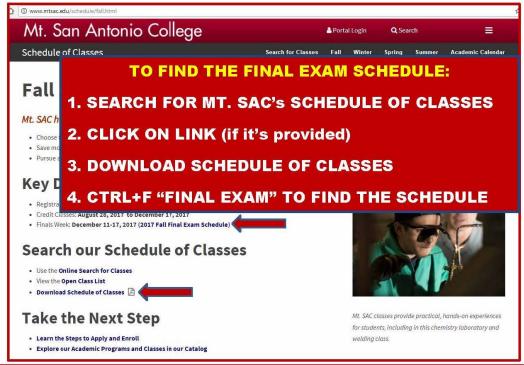
Find SLO's Here (/instruction/outcomes/sloinfo.html)

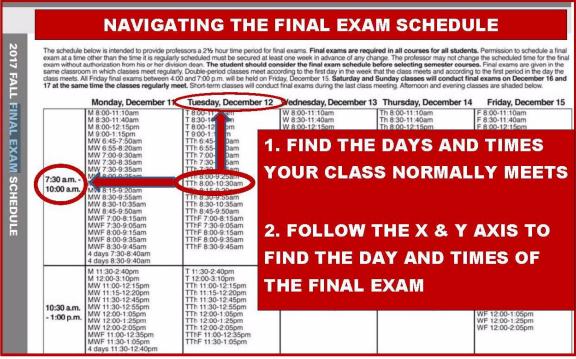
#### Required Materials and Supplies for the Course:

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)





# **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/)

## 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)



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