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| **Course Information & Identification** |   | **Yes** | **No** | **N/A** |
|  | College Name |  |  |  |
|  | Term & Year |  |  |  |
|  | Course Title |  |  |  |
|  | Course ID (Prefix and Number, ie. ANIM 120)  |  |  |  |
|  | CRN (5 digit identifier for class) |  |  |  |
|  | Course Advisories, Pre/Corequisites (COR, or indicate “none”) |  |  |  |
|  | Required/Recommended Textbooks (COR, or indicate “none”) |  |  |  |
|  | Required/Recommended Materials and Supplies (if none, or optional, indicate “none” or “optional” and list items) |  |  |  |
|  | Class Location (Bldg. and Rm. # for this particular class/ CRN) |  |  |  |
|  | Class Days and Times (for this particular class/ CRN) |  |  |  |
| **Instructor Information** |  |  |  |  |
|  | Instructor Name |  |  |  |
|  | Instructor Office Location (or department adjunct office, if virtual office include access instructions) |  |  |  |
|  | Instructor Email (**Mt. SAC** email address required as primary email) |  |  |  |
|  | Instructor Office Phone # (full-time) or Voicemail Extension # (Adjunct) |  |  |  |
|  | Office Hours (include days/hours. If virtual, specify) |  |  |  |
|  | Methods of Communication to/from student (preferred method of communication for changes, cancellation, method /contact) |  |  |  |
| **Course Content** |  |  |  |  |
|  | Course Description (as appears in COR or catalog) |  |  |  |
|  | Semester Schedule - Course Lecture/Lab Outline and include Finals date & time (align w/ COR, course outline) |  |  |  |
|  | Course Measurable Objectives (CMOs) (COR) |  |  |  |
|  | Course Procedures (coursework, class time structure, homework) |  |  |  |
|  | Student Learning Outcomes (SLOs) (must include all SLOs ) |  |  |  |
| **Course Methods** |  |  |  |  |
|  | Types of Assignments used to assess grades  |  |  |  |
|  | Assignment Grading Methods (include rubric) |  |  |  |
| **Policies** |  |  |  |  |
|  | Academic Honesty (AP/BP 4290) |  |  |  |
|  | College Grading Policy (college grading policy for the course)  |  |  |  |
|  | Add/Drop Policy (AP 5075) |  |  |  |
|  | Attendance Policy (AP 5070) |  |  |  |
|  | Accommodations for Disabilities (ACCESS) (AP/BP 5140) |  |  |  |
| **Optional Information** |  |  |  |  |
|  | Late Work / Make-Up Work Policy |  |  |  |
|  | Extra Credit Policy |  |  |  |
|  | Applicable Course Websites, Links & Resources (ie. LAC, tutors) |  |  |  |
|  | Standards of Conduct (BP 5500, link: www.mtsac.edu/student/standardsofcontact.html) |  |  |  |