Title: COURSE SYLLABUS GUIDELINES	Code: EE0122

Policy Reference: E0100, Instructional Support

- A syllabus is <u>required for each course</u> offered by MATC and is prepared by the instructor.
- The use of the <u>college-wide syllabus template</u> is strongly encouraged. This is updated by the Center for Teaching Excellence and is made available to faculty by July 1st of each year.
- The syllabus specifies for the student what is required of each class. The syllabus must be based upon a current <u>Course Outcome Summary</u> (COS), which specifies the prerequisites, required textbooks, supplies, and competencies required of students for successful completion.
- The individual instructor <u>may not change the required course textbook(s)</u>. The decision must be approved by the department and the same textbook used by all sections of the course.
- According to <u>D0800 GRADE POLICY - DEGREE, DIPLOMA, ADVANCED TECHNICAL CERTIFICATE, ADULT HIGH SCHOOL</u>, MATC has designated a grading system to be used by all instructional divisions. Therefore, the individual instructor <u>may not change the grading scale</u>.
- The individual instructor <u>may alter</u> the sequence of units, vary the presentation, and develop special handout materials; and encourage use of optional materials for remediation or advanced learning, etc.
- The syllabus shall be posted in the course Blackboard shell <u>no later than the first day of class</u> and students must be informed about it.
- An acknowledgement of reading the syllabus by the students (syllabus receipts) must be collected by the instructor. This can be done digitally through Blackboard, or if done on paper, then the receipt must be kept for 7 years. Each individual instructor may choose their own way of collecting syllabus receipts.
- Two syllabus addendums contain standard <u>college policies and resources</u> and are automatically pushed into each Blackboard course shell when course shells are created by the Online Learning Department.
- The syllabus should be submitted by the faculty to their Academic Pathway office <u>prior to the start of the semester.</u> Each Pathway must inform faculty about ways of collecting and storing syllabi.

<u>The syllabus must include the following information</u>:

1. Name of the faculty member, student support hours for when the faculty has made themselves available, and ways to communicate/contact faculty, room number, email, and phone number(s).
2. Class meeting dates, times, and location (campus, class and lab room numbers).
3. Course format/modality (face-to-face, virtual, online, HyFlex, blended, etc.)
4. Communication expectations such as time to provide feedback and respond to student inquiries.
5. Name of course, department abbreviation, department number, and course number.
6. Credits, course description, prerequisites, textbooks, and supplies.

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7. Chronology of course outcomes, assignments (pages, etc.), laboratory experiments, and assessments.
8. Specific learning objectives from the COS for each unit may be included either in the syllabus or provided to the students when the unit is presented in class. The faculty are encouraged to allow for the variation in students and classes by expanding on the required competencies and for remediation as necessary.
9. Career Essential(s) that is/are taught and assessed in the course.
10. Course assignment requirements for lecture, lab, or shop projects.
11. Courses utilizing facilities with chemicals, hazardous materials, and equipment must specify, within the syllabus, safety instruction, location of Safety Data Sheets, and other safety procedures expected of students.
12. Grading standards and defined weight (%) of each activity such as exams, quizzes, projects, assignments, etc. and criteria for assigning grades.
13. Specific class rules about absence, incomplete work, makeup procedures, etc.

The syllabus addendums must include the following information:

1. College guidelines such as
   - withdrawal procedure
   - attendance requirements
   - academic dishonesty
   - civility in the classroom
   - compliments/complaints procedure
   - ombudsperson services
   - grade appeal procedure
   - Americans with Disabilities Act (ADA) statement
   - statement of non-discrimination
   - Title IX regulations
   - emergency/evacuation statement
   - Clery Act compliance
   - links to student code of conduct and student handbook
2. General description and location of available academic and non-academic resources:
   - academic support such as tutoring and academic support labs
   - digital literacy training & course technology support
   - accessibility resources
   - support for MyMATC Portal, Email, and Blackboard
   - available non-academic resources such as childcare, food pantry, scholarships, etc.
3. Library Resources

Office of Responsibility: The Center for Teaching Excellence
Last Reviewed: Jul-2021