

COURSE SYLLABUS

Faculty Information

Syllabi vary in format, content, and length, once the basic information has been included. Basic information serves to anticipate and student questions about why they should take the course, their ability to complete the required work, and the teaching-learning styles contained in the course.

It is recommended that your syllabus include the following:

1. Instructor Information
 - A. Your name and degrees
 - B. Office hours/Expected Online Times (Online or Hybrid Courses)
 - C. Office Location
 - D. Office phone number
 - E. E-mail address
 - F. Personal Website URL

2. Basic Course Information
 - A. College Name
 - B. Course Number
 - C. Course Title
 - D. Course Reference Number (CRN)
 - E. Semester/Year
 - F. Credit Hours/Units
 - G. Class Days/Time
 - H. Class Location
 - I. Prerequisite/Corequisites
 - J. Class Duration

3. Course Information
 - A. Course Description
 - B. Course Objectives
 - C. Student Learning Outcomes
 - D. Textbook Information
 - E. Course Outline
 - F. Weekly Schedule of Activities
 - G. Required Materials/Supplies
 - H. Outline of Readings and Assignments
 - I. Important College or Course Dates
 - J. For Online or Hybrid Courses – Required Meeting on Campus
 - K. For Online or Hybrid Courses – Online Expectations of the Instructor
 - L. For Online or Hybrid Courses –Online Expectations of the Student

4. Method of Evaluation (Grades)
 - A. List each graded assignment, its deadline for submission, and the percentage it will count toward the final grade



- B. Give your grading scale
 - C. Give your policy on makeup procedures
5. Course Policies
- A. Attendance Requirements (as per the Taft College Catalog/Student Handbook)
 - B. Classroom Rules
 - C. Statement of accommodations for students with disabilities
 - D. Attendance Policy
 - E. Drop/Withdrawal Policy
 - F. Make-up Assignment/Exam Policy
 - G. Late Work Acceptance Policy
 - H. Policy on Academic Honesty

All faculty members must submit their course syllabi for each section taught per semester to the Office of Instructional Support Services in an electronic format during the first week of the semester.