Syllabus

What: The syllabus is prepared by the instructor. It specifies for the student what is required of each class – the content, grading structure, and schedule of your course. As a result, it is a very important document for students, and you should take care to create a coherent, clear, and comprehensive syllabus. Along with other class information, make sure that your syllabus informs students about attendance requirements, makeup work, and when and how you can be reached. However, do not tell students to telephone the college when they are going to be absent. If you want students to notify you directly, give them an appropriate phone number, your MATC voice mail telephone number, or e-mail address.

The Course Syllabus Template shows the course syllabus guidelines you should follow. In addition, your supervisor can help you design the best syllabus for your course. Procedure EE0122 lists the following items required in a syllabus:

- Name of the faculty member, including office hours, room number, and phone number(s).
- Class meeting dates and times, including class and lab room numbers.
- Name of course, department abbreviation, department number, and course number.
- Credits, periods, overall goal (course description), prerequisites, textbooks, and supplies.
- Chronology of instructional units (from the course outline), assignments (pages, etc.), and tests. Specific competencies (from the course outline) for each unit may be included either in the syllabus or provided to the students when the unit is presented in class. Faculty are encouraged to allow for the variation in students and classes by expanding on the required competencies and for remediation as necessary.
- Course assignment requirements for lecture, lab, or shop projects.
- Grading standards and defined weight (%) of each activity such as exams, quizzes, projects, assignments, etc., and criteria for assigning a grade.
- Rules about absence, withdrawal, incomplete work, makeup procedures as related to divisional attendance policy, and procedures related to the academic alert system.
- General description and location of available optional references in the department, library, public library, computer labs, tutoring center, etc.
- Bibliography of outside reading, videotapes, or computer materials, and where they are available.

Note: Courses utilizing facilities with chemicals, hazardous materials, and equipment must specify, within the syllabus, safety instruction, location of Material Safety Data Sheets, and other safety procedures expected of students.

The syllabus must be based upon a current course outline, but the individual instructor may alter the sequence of units, vary the presentation, and develop special handout materials. The required textbook must be used; the use of optional materials for remediation or advanced learning, etc., as allowed by the department, is encouraged.
The use of computerized word processing makes customizing the course syllabus for each semester an easier task.

**When:**

A syllabus is required for each MATC course. The syllabus must be distributed to students on the first day of class, with a copy given to the respective supervisor.

If, during the semester, you need to change dates and assignments on your syllabus, make those changes as you see fit, but be sure to include them in writing and hand them out to your students.