COLLEGE OF
MARIN

Course Syllabus 101 Guidelines

Syllabus Format

General Course Information

- Department Name:
- Course Title:
- Course Number:
- Units:
- Semester Offered:
- Course Meeting Days:
- Course Meeting Time:
- Course Meeting Place:
- TBA:

Instructor Information

- Name:
- Office Phone:
- e-Mail Address:
- Office Location:
- Office Hours:
- Include frequency of contact (when can students expect to hear from you? When can students expect a response)

Important Dates

- http://marin.edu/events/academic-calendar
- Last day to add/drop class:
- Last day to select grading option (letter grade or P/NP):
- Midterm Exam:
- Final Exam:
- Holidays:

Course Description

General Content of the Course and Course Objectives
Provide the Catalog description of the general content of the course or a short expansion of this description.

Student Learning Outcomes

- The most up-to-date SLOs for your courses are available on eLUMEN. Follow the steps here to locate your SLOs to copy and paste into your syllabus. These SLOs will be checked for accuracy by the administrative assistant in your area when they receive a copy of your syllabus.

    For your specific course:
- Please include what students are expected to know and be able to demonstrate as a result of taking this course:
- State course SLO's, including one or more of the aligning Program SLO's.
- State relevant Institutional/General Education SLO's, if the course provides GE credit. You can find them here: http://www.marin.edu/SLO/faculty/index.html

Texts and Resources

- List texts and other resources to be used in the class.
- Consider asking the library to put copies of your textbook on reserve

Online Components of the Course

- Indicate expectations for the online component of the course.
- If you plan to use your course Canvas shell or publisher sites provide access instructions.
- Provide a link to the Online Learning Student Support webpage: http://ol.marin.edu/student-support-services and advise of Canvas 24/7 support available by phone or the Canvas Help menu.
- List the technology/Software required including applications such as Word and Adobe Reader: https://get.adobe.com/reader/
- List acceptable browsers: Latest versions of Firefox, Chrome, Safari, Edge and Internet Explorer 10

Assessment

Provide specific descriptions of all assignments and activities that determine the course grade.

Grading

- Define letter grades, quantitatively and/or qualitatively.
- List all the assessment components and their weight for the course grade.

Expectations for Students

- Describe expectations for student conduct, class participation, team participation, etc.
- Describe your expectations regarding attendance, lateness, late assignments, missed quizzes and exams, make-up work, extra credit, etc.

Student Accessibility Services (SAS)

- Include the [SAS Syllabus Statement](http://ss.marin.edu/sas) on its services and Psychological Services. http://ss.marin.edu/sas

Academic Honesty and Student Conduct

For a complete description go to: http://policies.marin.edu/sites/policies.marin.edu/files/BP5500-StandardsofConduct.pdf

Grievance Policy and Procedure

For a complete description go to: http://policies.marin.edu/sites/policies.marin.edu/files/AP5530-StudentGrievances.pdf

Student Support Services

For a complete list and description of services go to: http://marin.edu/students