A clear syllabus gives students a sense of the course structure and should be distributed by the instructor on the first day of class. A typical syllabus provides students with the following information.

All full-time Instructors teaching face to face classes, online and correspondence classes should include everything with the * and office location, hour and phone number. Instructors teaching only correspondence courses are to include everything with the*. I understand adjunct instructors do not have an office or office hours, but your telephone number is important to include.

- Course title and department number *
- Meeting pattern (days of the week and time)
- Pre and co-requisites*
- Instructor’s name*
- Instructor’s email*
- Instructor’s Office location, hours and phone number (Full time faculty)*
- Course description from the catalog WORD FOR WORD*
- Textbook(s) and other required materials*
- Course objectives from the Approved course outline*
- Student learning outcomes, check with the Division Chair to ensure you have the latest SLOs*
- Course bridge information*
- Unique instructor requirement (i.e. cell phones, testing)*
- Grading standards*
- Ground rules (policies) pertaining to attendance, late work, make-up exams and extra credit*
- Calendar of meeting dates with topics of instructional units to be cover*
- Examination (including how many and what types)*
- Assignments (reading and writing)*
- Cheating policy*
- Norms of classroom behavior
- Availability of accommodations for students with disabilities*
- Library and tutoring availability*
- Directions for the distribution and returning of course work*
- Instruction & Student Services Office for face to face and online classes – (760) 921-5500
- Distributive Education Office for Correspondence courses- (760)-921-5595*