Instructor Information: Include your name, Office location, Office Phone or, in the case of adjuncts, other means by which you will allow students to contact you, e-mail address, and office hours.

The Course Description: Review the official course description in the MJC Catalog. The course description reflects your division’s decisions about course content which underwent approval by the Curriculum Committee. While there is room for leeway in adding course content, you should make every effort to remain as close as possible to the published course content. Students base their expectations on the course description. You may request a copy of the course outline through your Division Office.

Course Objectives: Clearly stated objectives are essential to your instructional plan and must appear in your syllabus. Derive your objectives from the official course description.

IMPORTANT NOTE: MJC is committed to developing measurable Student Learning Outcomes at the program, course and lesson plan level. Workshops are offered through the Academic Senate and the Office of Instruction to assist you in creating an effective set of measurable outcomes. In addition to workshops, as more Divisions and Faculty become actively engaged in the process, you will want to participate in these on-going dialogues to help shape those program, course and lesson objectives for the institution.

Student Audience: Target your audience by including a brief statement describing the student audience for whom your course is intended. For example, if your course has prerequisites, you expect students to have some knowledge or skills essential to the material. If a course is primarily vocational, tell the students about its practical applications.

The better you can define what your course will demand of students and the more clearly you can anticipate their needs, the easier you will find it to teach the course you have planned.

Instructional Facilities: A list of the location and hours of any labs or other facilities the student may need to use will also be helpful. Some additional sources of help might be the Library, the Writing Center, etc.

Instructional Methods and Assignments: Descriptions of classroom methodology and activities can be part of the general explanation in your syllabus or can be a part of the more detailed course outline. At a minimum, you will want to identify, in the course schedule, all of the student assignments required for credit.

Grading Procedures: Your syllabus must clearly explain your grading system. List all assignment and tests that will count for credit and be specific about how final grades will be determined.