

Dear Faculty,

Please review this reminder of what is required in course syllabi. Pay close attention to the Accreditation requirements for SLOs to be included in all syllabi. Syllabi are due to the Dean's Office by Friday, August 26. Electronic files (.doc or .pdf) are preferred, and early submission is greatly appreciated.

Thank you,
Nan

WHAT SHOULD BE ON MY SYLLABUS?

A copy of your syllabus is due the first full week of classes. Your syllabus must match the content of the Course Outline of Record for that course and list the official Student Learning Outcomes (see below). If you have not received the Course Outline of Record for your courses, they are found at <http://www.curricunet.com/laspositas/> *

At a bare minimum your syllabi must contain the following (see faculty contract Article 9B):
"The Syllabus shall include the

1. Instructional Faculty person's information (name, office number, phone, voicemail, and email),
2. office hours [full-time faculty at full load are required to have five scheduled office hours per week. Part-time faculty can be paid for one office hour per week, but it must appear on the syllabus],
3. textbook(s), and course supplies (required supplements and/or recommended text, special required supplies),
4. an explanation of the manner in which final grades will be calculated,
5. dates to know (last day for "W", date and time of Final Examination), and
6. other supplemental information including safety requirements.
7. In addition, the Syllabus should include a statement of student responsibilities and behaviors and
8. a summary of course content and expectations (general course content, course objectives [these are on the Course Outlines of Record which can be found at <http://www.curricunet.com/laspositas/>], and prerequisites)."

In addition to the contract requirements:

9. To accredit the college the ACCJC also requires that every syllabus list the Student Learning Outcomes for the course which can be found here http://www.laspositascollege.edu/SLO/lists/slo_list.pdf

Syllabi that are missing any of these elements **will be returned for correction** by the division office.

*If you are teaching cross-listed courses, you must submit a separate syllabus for each course that is cross-listed based on the Course Outline of Record and SLOs for each course.