



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: COURSE SYLLABUS GUIDELINES

Code: EE0122

Policy Reference: E0100, Instructional Support

A Syllabus is required for each course offered by MATC and is prepared by the instructor. It specifies for the student what is required of each class. The Syllabus must be based upon a current Course Outline, which specifies the prerequisites, required textbooks, supplies, and competencies, required of students for successful completion. The individual instructor may alter the sequence of units, vary the presentation, and develop special handout materials; must use required textbooks; and encourage use of optional materials for remediation or advanced learning, etc., as allowed by the department. The use of computerized word processing is encouraged to customize the course Syllabus for each semester.

The Syllabus shall be distributed to students the first day of class with a copy to the respective supervisor.

The Syllabus must include the following information:

1. Name of the faculty member including: office hours, room number, and phone number(s).
2. Class meeting dates and times including: class and lab room numbers.
3. Name of course, department abbreviation, department number, and course number.
4. Credits, periods, overall goal (course description), prerequisites, textbooks, and supplies.
5. Chronology of instructional units (from Course Outline), assignments (pages, etc.), and tests. Specific competencies (from Course Outline) for each unit may be included either in the Syllabus or provided to the students when the unit is presented in class. The faculty are encouraged to allow for the variation in students and classes by expanding on the required competencies and for remediation as necessary.
6. Course assignment requirements for lecture, lab, or shop projects.
7. Grading standards and defined weight (%) of each activity such as exams, quizzes, projects, assignments, etc.; and criteria for assigning grade.
8. Rules about absence, withdrawal, incomplete work, makeup procedures as related to divisional attendance policy, and procedures related to the academic alert system.



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9. General description and location of available optional references in department, library, public library, computer labs, tutoring center, etc.
10. Bibliography of outside reading, videotapes, or computer materials and where 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.

Office of Responsibility: Instructional Design