**Standardization of Syllabi**

The syllabus frames the context for learning. It is the primary vehicle for communicating to students both course and instructor expectations. For accrediting agencies, syllabi demonstrate evidence of alignment of the curriculum with the institution’s mission and goals.

To ensure continuity in the message delivered by the syllabi, all MGSC syllabi are to be written using the section guides below, preferably in the order of presentation. Each section has a defining statement and required narrative if appropriate. Most sections will apply to all courses. Section headings are not required on the syllabi.

SYLLABUS HEADING

\_\_\_\_ **Course Title**

\_\_\_\_ **Subject, Number, CRN**

\_\_\_\_ **Credit Hours**

\_\_\_\_ **Semester**

\_\_\_\_ **Campus Location**

\_\_\_\_ **Meeting times**

\_\_\_\_ **Meeting location**

INSTRUCTOR INFORMATION for Full Time Faculty / Lecturers

**\_\_\_\_\_Campus email Address**

\_\_\_\_\_ **Office Hours** \_\_\_\_\_ **Office Location** \_\_\_\_\_ **Campus Phone Number**

INSTRUCTOR INFORMATION for Part Time Instructors

**\_\_\_\_\_ Campus email Address**

\_\_\_\_\_ **Telephone Number**

\_\_\_\_ **Office hours if appropriate**

COURSE INFORMATION

\_\_\_\_ **Prerequisite(s)**

\_\_\_\_ **Course Description as written in the catalog**

\_\_\_\_ **Student Learning Outcomes**

\_\_\_\_ **Required and Optional Texts**

\_\_\_\_ **Technology Requirements**

COURSE POLICIES

\_\_\_\_\_ **Attendance Policy**

\_\_\_\_\_ **Class Behavior Expectations and Consequences for Violations**

**\_\_\_\_\_ Plagiarism**

\_\_\_\_\_ **Policy on Academic Misconduct**

\_\_\_\_\_ **Policy on Disability Accommodations – Paragraph required**

**\_\_\_\_\_ Withdrawal Policy** – **Paragraph required**

**\_\_\_\_\_ Delayed Opening or Closing of the College**

**\_\_\_\_\_ End of Course Evaluation**

SCHEDULE, REQUIREMENTS, GRADING POLICY

\_\_\_\_\_ **Tentative Course Schedule**

\_\_\_\_\_ **Course Requirements**

\_\_\_\_\_ **Grading Policy**

Sample grading scales:

|  |  |
| --- | --- |
| **Grade** | **Average** |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | < 60 |

|  |  |
| --- | --- |
| **Grade** | **Description** |
| A | Excellent work |
| B | Good work |
| C | Satisfactory work |
| D | Passing work |
| F | Failing work |