

ISP 160A

Course Syllabus Information and Format

The purpose of the class syllabus is to clearly describe the content and operation of the class so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

Every class section will have a syllabus written and distributed to each student.

Instructors may design their own syllabus format and add information unique to their area, but all syllabi will contain the following minimum information:

1. Instructor Information
 - Office Hours/Office Location
 - Telephone extension
 - Email address
2. Grading Methods & How Grades Are Determined
 - Attendance requirements and relation to grade
 - Tests scheduled and relation to grade
 - Assignments and relation to grade
 - Other student performance standards
 - Academic dishonesty rules
3. Course Information
 - Course title and number
 - Credits
 - Course meeting dates, times and location
 - Course description
 - Student learning outcomes
 - Required text or readings
 - Major topic outline
 - Include a statement that calendar and syllabus are subject to revision (at the instructor's discretion)
 - myClackamas (CougarTrax) /access to grades
 - Disability Resources information
4. Other Information
 - Safety precautions
 - Web etiquette statement
 - Information on the Learning Center
 - Moodle information (if it is used in the class)