

COURSE SYLLABI

Through the combined efforts of all instructors teaching a given course and under the supervision of the program or division director, a syllabus will be prepared for each course offered in the curriculum. Each course should be taught from this up-to-date syllabus, with the instructor developing his/her own detailed instructor outline for distribution to students at the beginning of the semester. The instructor outline will include the elements of the generic course syllabus, as well as any other items that are specific to a particular instructor (such as assignments, test schedule, grading policy, tardy policy, etc.) The syllabus for each course should be reviewed annually and revised as needed.

Before October 1 of the fall semester of each new academic year, updated course syllabi should be filed electronically for access through the MCC web page. Division directors and their secretaries will be responsible for making any/all appropriate changes in these course syllabi. The L-drive will become the official repository for generic course syllabi, with hard copies of those syllabi and instructor outlines being on file in each division director's office. Once all generic course syllabi are verified by the Compliance Technician, they will be placed on the MCC web page for the current academic year.

An effective course syllabus should contain the following elements:

1. Title and number of the course
2. Course description
3. Course prerequisites and/or corequisites
4. Title of textbook(s)
5. Course objectives or competencies
6. Outline of the course
7. *Course attendance guidelines
<http://www.mclennan.edu/publications/policies/html/b/docs/B-II.DOC>
8. *Official ADA Statement:
"In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Dr. Johnette McKown, Executive Vice President and Dr. Lynn Abernathy, Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu."

* The statements in these fields will be exactly the same for all courses.