

ISP 160A

Course Syllabus Information

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 Information
 - Attendance requirements and relation to grade
 - Tests scheduled and relation to grade
 - Assignments and relation to grade
 - myClackamas (CougarTrax) /access to grades
 - Other student performance standards
 - Academic honesty expectations and consequences

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 or calendar
 - A statement that calendar and syllabus are subject to revision (at the instructor's discretion)

4. CCC Information and Expectations¹
 - Safety information (campus and course, if applicable)
 - Disability Resources information
 - Civil discourse expectation
 - Learning Center information
 - Title IX information
 - Moodle information (if it is used in the class)

Last revised: June 2017

¹ Since these expectations are standard and well-represented across campus, including in the Student Handbook, instructors are encouraged to use best practices for student-friendly syllabi, which may mean directing students to these pieces of information elsewhere in their course or campus materials.