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**ECC Class Syllabi**

**Essential Elements (continued)**

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* **Methods of Instruction** – these must be consistent with those prescribed in the course outline
* **Class Requirements** – these must be consistent with those prescribed in the course outline
* **Grading Criteria** – these must be consistent with those prescribed in the course outline; all factors that could affect a student’s grade should be included
* **Academic Integrity\***
* **Student Code of Conduct\***
* **Tentative Class Schedule** – this must be consistent with that prescribed in the course outline; it may be organized by the day, the week, the unit, the month, etc. as appropriate
* **Page #s** – in the footer of the document

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**\*** These class syllabus essential element components should be copied ***VERBATIM*** from the corresponding “completed” course outline, which can be accessed in the Completed Course Outlines Directory on the ECC SLO Assessment website, **http://sloat.mathography.org**

**ECC Class Syllabi**

**Essential Elements**



* **Essex County College** & **Division** or **Department Name\***
* **Course Number** & **Title\***
* **Semester/Term** & **Year**
* **Instructor Name** & **Contact Information** (i.e., office room #, phone #, e-mail address & office hours – both regular and by appointment)
* **Section-specific Course Information** (i.e., classroom #, meeting times & semester/term beginning and ending dates)
* **Required Materials** (e.g., textbook & other required supplies) – these must be consistent with those listed in the course outline
* **Course Prerequisites** & **Course Co-requisites\***
* **Course Description\***
* **General Education Goal(s)\*** only if this is a general education course – list only the Gen Ed Foundation Category(ies) in which the course is affirmed
* **Course Goals** & **Measurable Course Performance Objectives (MPOs)\***

**PLEASE TURN OVER 🡪**