**ECC Class Syllabi Essential Elements**

* **Essex County College** & **Division or Department Name**\*
* **Course Number** & **Title**\*
* **Semester/Term** & **Year**
* **Instructor Name** & **Contact Information** (including office room #, phone #, e-mail address & office hours – both regular and by appointment)
* **Section-specific Course** (i.e., class) **Information** (including classroom #, meeting times & beginning and ending dates)
* **Required Materials** (include textbook & other required supplies) – these must be consistent with those listed in the course outline
* **Course Prerequisites\*** & **Course Co-requisites**\*
* **Course Description**\*
* **General Education Goals**\***ONLY** if this is a general education course – please list **only** the Gen Ed Foundation Category(ies) in which the course is **affirmed** & corresponding General Education Goal(s) – see the sample class syllabus; consult the Affirmed Gen Ed Courses table on the ECC SLO Assessment website, http://sloat.mathography.org, to determine in which specific Gen Ed Foundation Category(ies) the course has been affirmed
* **Course Goals\*** & **Measurable Course Performance Objectives**\*
* **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; please be sure to include all factors that could affect a student’s grade
* **Academic Integrity**\*
* **Student Code of Conduct**\*
* **Tentative Class Schedule** – this must be consistent with that prescribed in the course outline; it may be formatted by the day, by the week, by the unit, by the month, etc. as appropriate; be sure to include grading components (quizzes, tests, exams, project due dates, assignment due dates, oral presentation delivery dates, etc.) in the appropriate days/weeks/units/months as much as possible
* **Page #s** in the footer of the document

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