

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 those 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
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*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>