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
*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