

The Ethical Professor

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Syllabus Content

The Faculty Handbook, supported by an Academic Senate resolution, acknowledges the professional responsibility of each instructor to “provide students with specific information concerning course content and expectations.” It is also prudent in that this helps to minimize confusion and disagreements regarding course requirements. As you prepare your syllabi for the Spring term, “The Ethical Professor” would like to remind you of the importance of including various types of information on your syllabi:

- Prerequisites, if any.
- Required and recommended texts / materials.
- A summary of course content and objectives based on approved course outlines; many instructors are now including SLOs on the syllabus.
- A tentative schedule of topics to be addressed.
- Tentative dates of assignments, papers and exams, including the scheduled final exam.
- Guidelines for papers and other assignments.
- Description of the grading system, including the weights (%) of the various tasks.
- Instructor’s policy on late work, make-ups, attendance and tardiness.
- Lab hours and policies (if applicable).
- Office hours and/or contact information.
- A statement of willingness to accommodate disabilities or medical problems.
- Instructor’s policy on academic dishonesty/cheating, referring to the SMC Code of Academic Conduct.

These are the bare minimums; add as much as you like to your syllabus

(it doesn’t count against your per-course photocopy allotment).