**ISP 160A**

**Course Syllabus Information and Format**

The purpose of the class syllabus is to clearly describe the content and operation of the class so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

Every class section will have a syllabus written and distributed to each student.

Instructors may design their own syllabus format and add information unique to their area, but all syllabi will contain the following minimum information:

1. Instructor Information

Office Hours/Office Location

Telephone extension

Email address

1. Grading Methods & How Grades Are Determined

Attendance requirements and relation to grade

Tests scheduled and relation to grade

Assignments and relation to grade

Other student performance standards

Academic dishonesty rules

1. Course Information

Course title and number

Credits

Course meeting dates, times and location

Course description

Student learning outcomes

Required text or readings

Major topic outline

Include a statement that calendar and syllabus are subject to

revision (at the instructor’s discretion)

myClackamas (CougarTrax) /access to grades

Disability Resources information

1. Other Information

Safety precautions

Web etiquette statement

Information on the Learning Center

Moodle information (if it is used in the class)