

General Syllabus Instructional Syllabus

Syllabus Components

V. Course Requirements and Policies

- A. Required Textbooks and Recommended Readings, Materials, and Equipment
 - 1. Text(s) used and any other supplemental materials required of all students in the course.
 - 2. Specific equipment required of all students and necessary for participation in the course (calculators, word processors, computers, etc.).
 - 3. Additional text(s) or supplementary materials required or optional by the individual instructor.
 - 4. Specific equipment required by the individual instructor and necessary for participation in the course (e.g., calculators, word processors, computers, etc.).
- B. Assignments and Exams
 - 1. Specific assignments required for all students (term papers, homework, speeches, participation in community activities, etc.).
 - 2. Appropriate due dates, schedules, deadlines, etc., as determined by the individual instructor.
 - 3. Additional specific assignments which may be required of students by the individual instructor (term papers, homework, speeches, participation in community activities related to the course, etc.).
 - 4. Exam schedule as determined by the individual instructor.
- C. Course Policies (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)
 - 1. Statement on Academic Assistance.
 - 2. Attendance Policy.
 - 3. Specific policies established by the individual instructor: punctuality, drop policies, assignment formats, beeper and cellular phone policies, student guest policy, classroom behavior.

VI. Course Content

- A. General description of the subject matter of lectures or discussions of the course common to all sections. (*List of required lecture or chapter topics*)
- B. Additional course content as required by the individual instructor.

VII. Evaluation and Grading

- A. Grading Criteria (*percents, extra credit, etc.*)
- B. Determination of Grade (*assignment of letter grades*)

VIII. Syllabus Modification

Statement on syllabus modification procedure

The signatures below verify that this course syllabus meets all of the guidelines outlined in the checklist above:

Instructor or Course Supervisor/Coordinator

Date

Course Supervisor/Coordinator or Division Director

Date Approved