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Model Syllabus

SMC Academic Senate Student Affairs Committee
Model Syllabus Summary
Spring 2007

Statement of Purpose

- To foster clear instructor-student course communication pertaining to learning objectives, student outcomes and instructor expectations.
- To provide faculty with a model for building a course syllabus.

Contents of the Model Syllabus Package

- A Model Syllabus Summary (This document)
- A [Syllabus Checklist by Area](#) to consider
- A [Sample Syllabus](#) with various examples of text that may be used for each area
- A supplementary [Helpful Hints](#) list of other issues to consider

Using the Model Syllabus Package

1. The [Syllabus Checklist by Area](#) (Checklist) aids instructors that prefer building a syllabus “from the ground up”. Instructors may choose to use some or all of the checklist items. The Checklist is not exhaustive. Therefore, an instructor may add items to their syllabus that are not included in the Checklist.
2. The [Sample Syllabus](#) aids instructors who would like a model, by giving them a general template that they can use to begin their process.
3. The [Helpful Hints](#) list provides additional topics an instructor may choose to address in their syllabus. This list is not exhaustive. Therefore, the instructor may add items to their syllabus that are not included in the Checklist