

**Modesto Junior College  
Academic Senate  
Resolution FL06-D  
Syllabi Policy**

**Proposed by:** Senate Executive Board

**Whereas:** A syllabus, handed out on the first day of class, gives students a sense of what the course will cover, what is expected of them, and how their performance will be evaluated; and

**Whereas:** A typical syllabus includes the sequence of assigned readings and activities by date and topic and provides information on course policy and procedures; and

**Whereas:** A syllabus can point out connections between various parts of the course and therefore help students understand the course as an integrated whole<sup>1</sup>; and

**Whereas:** According to the Center for Teaching Excellence at the University of North Carolina Chapel Hill, research has shown that students who are told what they are supposed to learn and how they are to be evaluated perform better than those who are not so instructed<sup>2</sup>; and

**Whereas:** When a syllabus is done effectively, it can reduce as much as half the work for teaching a course and it can serve as a kind of contract that shifts the responsibility for learning to the student<sup>3</sup>.

**Therefore:** **Be it resolved**, that the MJC Academic Senate recommends that the Yosemite Community College District Board of Trustees develop a policy requiring instructors to provide students with a written syllabus during the first week of classes. Online courses and other technology mediated courses can provide an electronic version of the syllabus; and

**Be it further resolved**, that each department adopt a set of syllabus guidelines for its courses consistent with the nature of the courses offered by that department and containing any policies applicable to courses offered by that department; and

**Be it further resolved**, that each department maintain a file of current syllabi for all classes offered by that department. Each syllabus will be placed in the file within two weeks of the first class meeting; and

**Be it finally resolved**, that each course syllabus use as a model the *Syllabus Construction Ideas* developed by the *Ad Hoc Syllabus Committee* at Modesto Junior College.

**First Reading:** December 7, 2006

**Final Action:**

**Disposition:**

<sup>1</sup> Syllabus 101 at <http://www.provost.uncc.edu/NewFaculty/Syllabus101.pdf>

<sup>2</sup> Syllabus 101 at <http://www.provost.uncc.edu/NewFaculty/Syllabus101.pdf>

<sup>3</sup> Syllabus 101 at <http://www.provost.uncc.edu/NewFaculty/Syllabus101.pdf>