**Basic Course Identification**

Course Title: Title, ie. History of Jazz

Course ID: Number, ie. MUS 12 CRN:XXXXX

Course Location:Building / Room Course Days/Times:MTWThF and Times for each day

**Instructor Information**

Instructor Name: Instructor

Instructor Office Location - Building: Office Bldg. Number Room Number: Room Number

Instructor’s Office Hours:Enter office days and hours for semester

Instructor Email:Click to enter email. Phone Number/VM:XXX-XXX-XXXX

Methods of Communication/Preferred Method of Contact:Click to enter text.

**Course Information**

Course Catalog Description: Click to enter text. Refer to webcms or class schedule

*www.mtsac.webcms.edu enter CRN # or Course Catalog at www.mtsac.edu/catalog*

Course Measurable Objectives (CMOs):Click to enter text.

*www.mtsac.webcms.edu enter CRN #*

Course Content: Click to enter text.

Course Advisories, Pre/Corequisites, if any: Click to enter text.

Course Procedures: Click to enter text.

Student Learning Outcomes (SLOs): Click to enter text.

*Link:* [*www.slo.mtsac.edu*](http://www.slo.mtsac.edu)

**Course Section Information**

Required and recommended textbooks, if any:Click to enter text.

ISBNs: Click to enter text.

Required materials/ supplies, if any:Click to enter text.

**Course Methods**

Methods of Presentation (lecture/ lab): Click to enter text.

Assessment Methods: Click to enter text.

Assignment Grading Methods: Click to enter text.

Tentative Class Schedule (include holidays, major assignment due dates, fieldtrip and exam dates including final exam dates):Click to enter text.

**Policies**

Student Academic Honesty:

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort and of taking appropriate action if instances of academic dishonesty are discovered. Honesty is primarily the responsibility of each student.

Link to AP 4290: <http://www.mtsac.edu/governance/trustees/apbp/AP4290.pdf>

The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term “Cheating” includes but is not limited to:

1. Plagiarism;

2. Receiving or knowingly supplying unauthorized information;

Student Academic Honesty, continued:

3. Using unauthorized material or sources;

4. Changing an answer after work has been graded and presenting it as improperly graded;

5. Illegally accessing confidential information through a computer;

6. Taking an examination for another student or having another person take an examination for you;

7. Presenting another person’s work as your own;

8. Forging or altering registration or grade documents; and/or

9. Submitting collectively developed work as your own, unless specifically allowed by the professor.

Click to enter text.

Grading Policy:

Click to enter text.

Add/Drop Policy:

AP 5075 Click to enter text.

Attendance Policy:

AP 5070 Click to enter text.

Accommodations for Disabilities/ DSPS:

Mt. SAC strives to make all of our courses accessible to everyone. If you have difficulty accessing any class material

or you have special needs, it is the student’s responsibility to let the instructor know as soon as possible. To receive authorization for classroom accommodations for verified disabilities contact Disabled Student Programs & Services, or the 504/ADA Officer located in Human Resources in the Administration Building- 4.

DSPS (909) 274- 4290 Human Resources: (909) 274-4225

**Optional Information**

Late Work: Click to enter text. Optional item.

Extra Credit: Click to enter text. Optional item.

Applicable course websites, links, resources: Click to enter text. Optional item.

Standards of Conduct:

Refer to BP 5500, link: <http://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf>

Link to Student Standards of Conduct:

<http://www.mtsac.edu/studentlife/standardsofconduct.html>

Click to enter text. Optional item.