

MATHEMATICS DEPARTMENT GUIDELINES – COURSE POLICIES

The MCCC Contract states that course policies should contain the following information.

- Course Title/Number
- General course description and prerequisites (according to College catalogue)
- Instructor's name and contact information including telephone number, email address and any scheduled office hours
- All required texts and paperbacks, including information on publisher and edition used
- Attendance policy
- Instructional objectives (attached list of content objectives OK)
- Teaching procedures (briefly describe)
- Course topics and/or assignments and/or required and/or supplemental reading
- Tentative test schedule/assignment(s) schedule
- Basis for student grading and criteria for evaluating student performance

Although not required by the contract it is helpful to include the items on this list.

- Policy for individuals with a disability
Example:
Policy for Individuals with a Disability: Any student who has a documented disability requiring an accommodation should immediately speak to the instructor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities in order to obtain appropriate services.
- Statement regarding changes to syllabus (changes in topics, testing ...)
Example:
Syllabus (subject to change): Any changes will be effective after notification in class and posting on the class website.
- Statement regarding calculator use (when permitted, not allowed, required...)