



Suggestions for the *Instructor Information Syllabus Section*

MCCCD Requirements

- Instructor's name and contact information for student support

Suggested Categories

- Name
- Office Location
- Office Hours
- Phone Number
- Email
- Instant Message Program and Username
- Web page URL (personal or institutional, not course)
- Teaching Philosophy

Online/Hybrid Learning Suggestions

- Instructor Introduction (education, work experience, research interests, outside interests, etc.)

Suggestions for the *Course Schedule/Calendar Syllabus Section*

No MCCCD Requirements

Suggested Categories

- Meeting dates
- Assignment due dates

Online/Hybrid Learning Suggestions

- Keep all deadlines in one location. First, you don't want students having to look in multiple places (and possibly missing deadlines). Second, it makes it easier to update the following semester!