

E-Syllabus: Step-by-Step Guide to Enter Instructor Information

1. Get into E-Syllabus online. How?
 - a. Go to <http://www.alamo.edu/pac> and click on ACES. Log in, using the instructions.
 - b. Click on the EMPLOYEE tab.
 - c. Click on e-Syllabus link.
 - d. Log in using your username (the part before the @alamo.edu of your email address).
2. Select Instructor Maintenance.
3. First, complete the “**Curriculum Vitae**” portion of the database (top upper left button).

There are three components to the Curriculum Vitae portion:

 - a) Instructor’s Education: Complete the fields, click submit, and repeat the process for each of your college degrees. Include any certificates, licenses, degrees or graduate hours relevant to the courses you teach at PAC.
 - b) Academic / Work History: Complete each field, click submit, and repeat the process for each academic/work position held which is relevant to your position at PAC.
 - c) Publications: Include any published works. The *url* link is optional.
4. Second, complete the “**My Department**” portion (click the “My Department” button to the right of the “Curriculum Vitae” button). You may be teaching under more than one department, depending upon your qualifications; use the edit button to provide a phone number and office number for each department. If you do not have an office, you may use your classroom number or workroom number. Consult your chair if you have questions about this.
5. Last, complete the “**Courses**” portion of the database (click the “Courses” button at the right of the “My Department” button). Select the term, and then your course(s) for that term will be displayed. Click on the “Edit” button to customize each syllabus. You will see the following fields:
Textbooks and Other Materials, Course Content, Methods of Measurement, Additional Instructor Requirements, and General Description of the Subject Matter of Each Lecture or Discussion.

In these fields you may add information, but do not remove information if it already exists. Existing information has been provided by the department and is required for the course. If you have questions about any existing information, please contact your department chair or lead instructor.

6. Each field is described below, with specifics or examples provided:
 - **Textbooks.** *Include all materials that are required, plus ISBN number for books.*
 - **Course Content.** *Designed to provide more information than that which is provided by the course description in the e-catalog (go to <http://mypaccatalog.alamo.edu/content.php?catoid=63&navoid=1381> to see what is provided in the e-catalog).*
 - **Method of Measurement (grade requirements).** *Example:*
Methods of Measurement: In order to gain pre-requisite credit for this class, the student will have achieved mastery of Learning Outcomes with at least a 70% (“C”) for the final grade:
 - ❖ Listening quizzes in the classroom, worth 15% of the final grade;
 - ❖ Exams, worth 55% of the final grade;
 - ❖ Assignments, worth 15% of the final grade;
 - ❖ Class participation, worth 5% of the final grade;
 - ❖ A comprehensive Final Exam, worth 15% of the students’ final grade.

- **Additional Instructor Requirements:** *Contains any information the instructor would like to include that does not logically fit in other fields.*
- **General Description of the Subject Matter of each Lecture or Discussion:** *Completed by instructor. Must be at least as detailed as the example following, which provides a week-by-week description of work in the class:*

CLASS OUTLINE

WEEK TOPIC

- 1 Overview and SLAC lab visit. Chapters 40-44. Romanticism, Romantic Song.
- 2 Chapters 45-47. More Romantic Song. Chapters 48-49. F. Liszt, C. Schumann.
- 3 Chapters 50-52. Program Music, Nationalism. Test Review. Listening Quiz #1.
- 4 Test One. BRING SCANTRON. Chapters 53-55. Romantic Symphony. Project names due.
- 5 Chapters 56-57. Romantic Concerto. Chapters 58-59. Romantic Choral Music.
- 6 Chapters 60-64. Romantic Opera.
- 7 Chapter 65. Nutcracker Ballet. Test Review. Listening Quiz #2.
- 8 Test Two. BRING SCANTRON. Chapter 66. Debussy and Impressionism.
- 9 Chapter 67. Ravel and Post-Impressionism. Chapters 68-70. Early 20th Century.
- 10 Chapters 71-73. Second Viennese School. Chapter 74. Bartok, Prokofiev.
- 11 Chapter 75. America: Ives, Copeland. Test Review. Listening Quiz #3.
- 12 Test Three. BRING SCANTRON. Chapters 76-77. Ragtime, Blues, Early Jazz.
- 13 Chapter 78. Musical Theater. Chapters 79-80. Global Popular Music.
- 14 Chapter 81. Modern music: Messiaen, Boulez, Crumb. Chapter 82. Non-Western Styles.
- 15 Chapters 83-84. Music for films; technology and music. Final Exam Review. Listening Quiz #4.
- 16 10:50am – 1:20pm. BRING SCANTRON. FINAL EXAM.

Outline above is subject to change. All changes will be announced in class.

7. Click submit. The syllabus has been created and linked to the PAC website.

These online syllabi are the “official” versions of the syllabus for each course at PAC.

Please note that certain college policies will be automatically included in the syllabus.