



## Introduction

All faculty are required to submit their syllabi to the Academic Deans prior to the beginning of each course start date.

A JetNet web page has been developed as an instrument to collect and make syllabi available to other faculty and students.

Students will be able to search for syllabi based on the course, section number and instructor. To this end, it will be important to be uniform in formatting the syllabi file names and the text in the **Subject** box.

All faculty teaching courses for the fall term will have access to the **JetNet** syllabi web page to post syllabi.

For all syllabi posted:

- All course sections must have an individual syllabus.
- Each instructor teaching a course/section must have a syllabus.
- Please post an actual document file (it is recommended the document be in PDF form so that it cannot be altered) – do not use links to other resource pages where you may have your syllabus posted. For archival purposes, links to the syllabus will eventually disappear and the institution will not have an actual copy of your syllabus.

All syllabi should include:

- A clear indication of the course title, name of the instructor, section and term, meeting location, time, etc.
- Textbook Zero language – if there is a digital option available for your textbook, please indicate this in your syllabus and provide information on how students can access the digital text. More information regarding Textbook Zero is available at the following link: <https://www.jccmi.edu/academics/tbz/> Examples of textbook zero language include:
  - Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site.
  - Text: Openstax: Chemistry <http://cnx.org/contents/havxkyvS@9.58:b39avmGq@20/Preface>
  - This text is available to rent or purchase in digital format through the JC Bookstore.
- For full time faculty, office hours for the term should be included in the syllabus.
- Clear communication of how students are to contact you with questions or concerns.
- Clear Expectations of student behavior, written work format, etc.
- A course calendar, course objectives, grading scale, GEO's met by the course, and late assignment policy for the term.

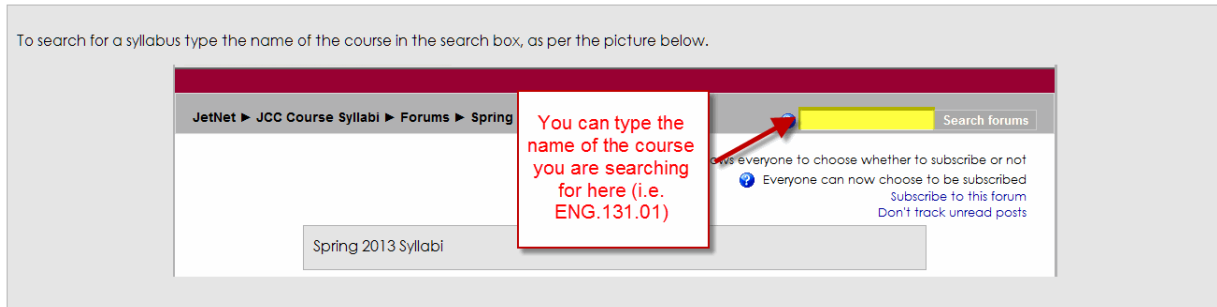
If you have any difficulties with posting your syllabus, or you have any suggestions for the process, please email Karen Hocter at [hocterkarenm@jccmi.edu](mailto:hocterkarenm@jccmi.edu).

# Procedure for posting syllabi to the JetNet syllabi page

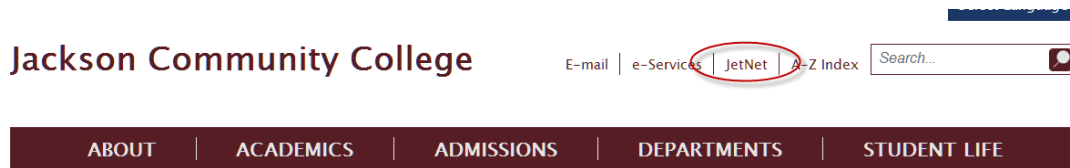
1. Create your electronic syllabus document and save it as a **RTF**, Word or **PDF** document. In creating the file name of the syllabus, use the following format **leaving no spaces** in the file name:

**Course.Number.Section** (example: [ENG.131.01](#))

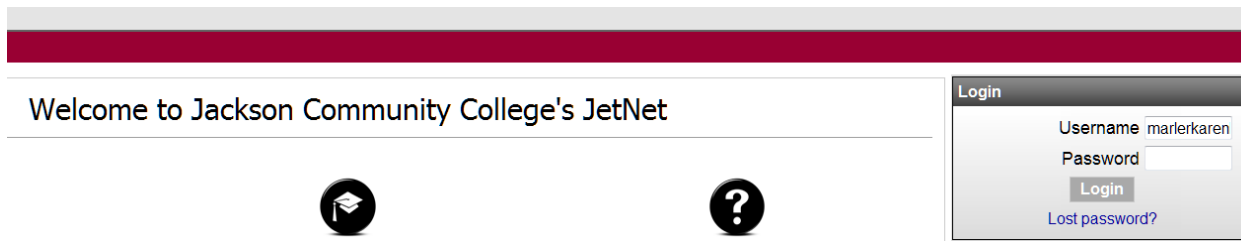
It is important for the student's search forum that the file name be saved in this format (see below).



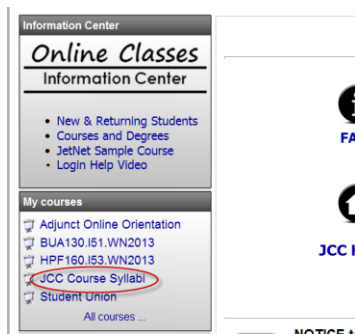
2. Go to JetNet at the top of the JCC web page and click.



3. Login to **JetNet**





4. Once in **Jet Net**, click on **JCC Course Syllabi** listed under **My courses** on the left side of the web page.



5. Click on the appropriate term syllabi forum.

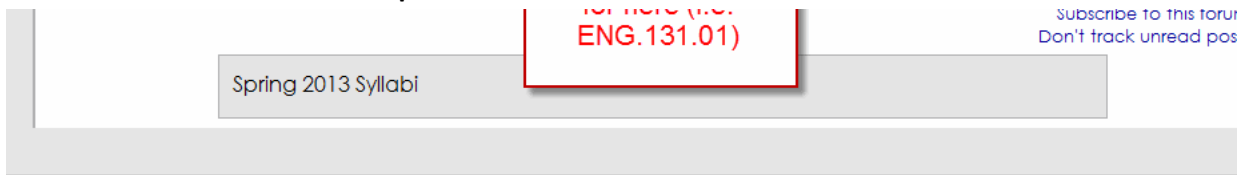
The following application links are provided for your convenience. They are not supported by Jackson Community College. If you are unable to view a syllabi file viewing application (Adobe Reader for PDF files, Microsoft Word Viewer for .DOC & .DOCX files).

-  Adobe Reader
-  Microsoft Word Viewer

1 To find a syllabus, click on the appropriate semester listed below.

 Spring 2013 Syllabi

6. Click on **Add a new discussion topic**.



**Add a new discussion topic**

7. Identify the course and section for the syllabus you will be attaching in the **Subject line**. Please use the following format in the **Subject line**: **Course.Section** (example: ENG.131.01)

It is important that you name the file that you upload using the format in the example. This will be what the student will use to search for your syllabus.

Write a message of your choosing in the message box (the message box needs to include some text). Feel free to use any message you feel appropriate. It can be a simple Welcome, a personal message from you, your office hours, etc.

**Some type of text is required in the message area and you must include a Text Book Zero (TBZ) notice.**

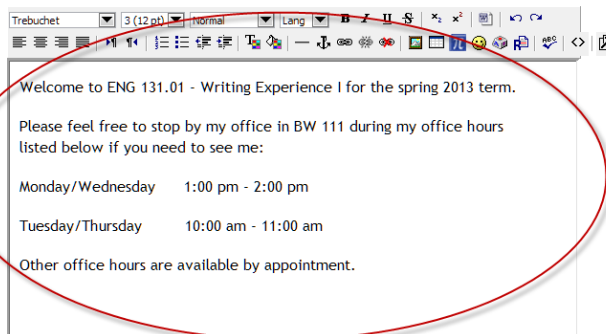
Examples of **textbook zero** language include in the message area:

- Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site.
- Text: Openstax: [Chemistry http://cnx.org/contents/havxkyvS@9.58:b39avmGq@20/Preface](http://cnx.org/contents/havxkyvS@9.58:b39avmGq@20/Preface)
- This text is available to rent or purchase in digital format through the JC Bookstore.
- 

Your new discussion topic

Subject: ENG 131.01

Message\*



8. To upload your electronic syllabus file, click Browse and find your file on your computer, flashdrive, etc., double click and attach the file to the posting.

Click **Post to forum** to submit syllabus.

Path: body

Format HTML format

Subscription Send me email copies of posts to this forum

Attachment (Max size: 500KB) Q:\Deans\Syllabi\13WN S | Browse...

Post to forum

9. You syllabus will be posted to JetNet and students will be able to search and access your syllabus by using the **Search forums** feature.

[Add new discussion topic](#)

Discussion	Started by	Replies	Unread	Last post
<a href="#">ENG.131.01</a>	Karen Marler	0	0	

10. If you find that you need to correct a posted syllabus, contact Karen Hocter at [hocterkarenm@jccmi.edu](mailto:hocterkarenm@jccmi.edu) and she will assist you in re-posting.