

SYLLABUS

Please turn in a copy of your syllabus with the contract.

When preparing your syllabus, follow the checklist below.

If you have any questions, see your department dean.

SYLLABUS CHECK SHEET - INSTRUCTIONS COURSE SYLLABUS CHECK SHEET

Course No. _____

Course Name _____

Date of Review _____

REQUIRED COMPONENTS

- _____ Term and year
- _____ Course name/number and description as it appears in the catalog
- _____ No. credit hours
- _____ Prerequisites/corequisites
- _____ Valencia Student Competencies
- _____ Instructor name
- _____ Instructor office/phone/contact
- _____ Instructor office hours/appointments
- _____ Educational materials
- _____ Evaluation
- _____ Attendance
- _____ Make-up policy
- _____ Academic honesty
- _____ Disclaimer statement
- _____ Schedule
- _____ Special Rules
- _____ Student Code of Conduct

Comments: _____

SYLLABUS CONTENT GUIDELINES

Please note: The following outline gives minimal requirements for a course syllabus. Many programs also require more extensive information. In addition, there are many desirable features that faculty have built in, and these are certainly encouraged. It is important that the syllabus clearly outline the course expectations, so students know in advance what will be expected.

Each syllabus must contain the following elements

Course Prefix & Name

Course Description & Prerequisites – MUST use the description exactly as it is written in the course catalog. You may find it on our website -

<http://www.valenciacc.edu/catalog/>

Term & Year (Example: Fall Term 2006-2007; Spring Term 2006-2007; Summer Full Term 2005-006; Summer Term A 2006-2007; Summer Term B 2006-2007. You may if you prefer use the “Atlas” term descriptions. Fall 2006-07 in Atlas is Fall 200610, Spring will be Spring 200620, and Summer will be Summer 200630)

Name of the Instructor

Office Building and Room Number (full time only)

Office Hours – Or state that they will be posted on your office door. Adjuncts should list times they will be available before or after class.

Contact Number – Adjuncts should indicate how and when they may be contacted. This may be phone or email contact. Full time faculty should list campus telephone number.

Course Text and Supplemental Materials – Please list the required materials that were determined by the department, and any supplements you feel would benefit the student. No instructor should require any texts that have not been approved by the department and ordered through the bookstore. Books ordered as required for a class **MUST** be used in that class. Textbook selections are made by full time faculty, and these selections must be used by all adjunct faculty. Faculty should make sure that all supplemental materials are listed, and which of those are required.

Course Outcomes (or objectives)

This course will enable a student to . . .

Important Dates: It is helpful to list important dates, such as withdrawal date, college holidays, and other events listed in the calendar. Date and time of final exam **MUST** be included on the syllabus, as well as a statement that attendance at the final exam is required.

Course Schedule (or objectives) – Please include the time frame when you expect to cover objectives, at least in a very general sense. Even if this is developed as a separate document, it should be attached to the syllabus, turned in to the department office for review, and distributed to all students on the first day of class. It does not have to be extremely detailed (although it certainly may be as detailed as the instructor would like), but should give an indication of time spent on various topics. For example: Intro to Basketweaving
Weeks 1-3 Selection of weaving materials
Weeks 4-5 Historical perspectives of basketweaving
Weeks 6-8 Current practices in basketweaving
Midterm
Weeks 9-12 Practical basketweaving labs
Weeks 13-15 Research projects and presentations of findings
Final Exam

Valencia Student Core Competencies

(Two samples of suggested language are given. Choose one of these, or your own which conveys a similar message)

SAMPLE 1

This course seeks to reinforce the following Valencia Student Competencies:

Think clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.

Reflect on your own and others' **values** from individual, cultural and global perspectives.

Communicate by reading, listening, writing and speaking effectively.

Act purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

SAMPLE 2

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, ACT) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of those competencies.

Evaluation Process – This is an area that must be very carefully approached. Disagreement about grading is the cause of most student complaints. Clearly spell out the grading system that you will use for each graded assignment such as exams, papers, quizzes, etc. Take care to write exactly and clearly how grades will be computed for each type of assignment. Explain exactly how the final grade will be computed. If components of the final grade are weighted, specify the relative value of each component. If your grading system contains subjective elements such as class participation, you should define how those factors will be measured and how they will be figured into the final grade.

(Please indicate the grading scale you use. The one given below is an option chosen by many faculty in this department. Use percentiles or points, at your option)

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = F

Attendance/Tardiness/Withdrawal Policy

Please clearly state your attendance policies. Some samples used are provided below, but these are your policies. Once written, they must be enforced uniformly. For that reason, it is advisable to leave some latitude. If a policy is written as “students **WILL** be withdrawn after missing x classes” then you must withdraw the student who misses x classes, no matter how valid the reason for the absence. A better language would be “The instructor reserves the right to withdraw.....”.

(Sample language)

Regularity in classroom attendance and punctuality is vital to academic success. Students are expected to attend class regularly and punctually. Students who do not maintain regular attendance and who fall behind in their work may be withdrawn by the professor. A student may withdraw at any time during the term in Atlas. Students will receive a **W** if withdrawn by see dates below. After this date, if a student withdraws or is withdrawn by the professor for excessive absences or other reasons, the professor will assign a grade of **WP** (withdrawn passing) or **WF** (withdrawn failing), based upon the student’s academic achievement in the class as of the last day of attendance. **W** and **WP** will not be counted in the grade point average. **WF** will be calculated as an **F** in the grade point average.

Makeup Policy for Examinations and All Other Assignments: State your policy, and be sure to include if there are any variations for documented excused absences. **PLEASE DO NOT STATE THAT THERE ARE NO MAKEUP EXAMS.** It is college policy that makeup exams are given for jury duty and military service. Here is some suggested wording for your convenience: *All tests must be taken on or before dates assigned. No makeup tests are available without explicit consent of instructor which will only be granted in case of documented extreme emergency. The final exam must be taken on the date published for final exams.*

Expected Student Conduct (REQUIRED)

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

Academic Honesty: This is optional, but many instructors choose to include some guidelines here. It is useful to list specific examples of cheating for your course. Try to be specific concerning the difference between encouraged collaboration and cheating.

Computer/Equipment Use Policy: (Required for all classes, since students use the open lab even if they do not have computer access in classroom)

Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

Use of computer to send E-mail or access Internet sites not specifically assigned in class.

Use of computer for job, internship, homework or other activities not assigned in class.

Modifying any hardware or software system configuration or setting.

Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

Valencia I.D. Cards

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

Disclaimer Statement *(The following is a sample)*

This outline may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.