Syllabus Template

(NOTE: Check with your dept. and/or college as to their particular requirements)

YOUR DISCIPLINE
THE TITLE OF YOUR COURSE
Semester/Year
Start and end dates of the semester

Course Information
Course Name:
Course Section Number:
Meeting Time:
Meeting Location:

Professor Information
Professor's Name:
Office Location:
Office Hours:
Office Telephone:
Email-address:

Course Materials

Course Description
Most faculty use the course description from the official course outline of record which can be found at http://ecd.laccd.edu/ (under “Find a Course”) and then many add additional expectations to that.

Student Learning Outcomes (SLOs) – these outcomes will be evaluated during the regular evaluation process. Upon successful completion of this course the student will be able to.... You MUST list all the SLO's for this course (also available from the official course outline – see above). You may also include the course objectives, if you wish.

Course Information
What do you want your students to know about the course?

Submission of Work
What do you want your students to know about submitting homework or classwork?

Classroom Behavior (suggested wording in italics)
Disobedient, disruptive or disorderly behavior exhibited by any student may result in disciplinary action in accordance with District policies and procedures. Action may include, but is not limited to expulsion from class. (See Board Rule 91101)

Plagiarism and Academic Dishonesty (suggested wording in italics)
The faculty and administration of Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following: Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor. Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.) Allowing another student to assume one's identity in order to fulfill an assignment or take a test. Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students. Falsifying or attempting to falsify attendance records and/or grade rosters. Conspiring with other students to commit any of the above behaviors.

II. Consequences for any offense against academic honesty and integrity may include: An "F" or a "0" on the examination or assignment. Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct. A record of the student’s violation placed in the student’s disciplinary file.
Students are required to be honest and complete their own work at all times (homework, class work, quizzes, tests, etc.). Additional information about plagiarism can be found at www.plagiarism.org or through various websites on the Internet.

OR if you don’t want to include ALL of the above, you can simply direct students to the LACCD Board Rule 9803 on Student Conduct. It is in the catalogue.

**Essential Resources (suggested wording in *italics*)**

You can include the web address for the college’s Office of Student Services where students will find a lot of helpful information on Counseling services, financial aid, the bookstore, veteran services, etc. The section on Student Disability Services however MUST be included on one’s syllabus.

**Special Services**

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact the Office of Special Services (also called OSS, DSPS, or SSD depending on campus) as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made.

**Course Grade**

Explain how the course is graded – quizzes, classwork, homework, participation, etc. Remember, participation is not attendance, **we may not grade students on attendance because the Ed Code says we have to evaluate students on the course material.** Participation means the students are completing an assignment or task for a certain amount of points or credits and you are documenting every single student and their participation points or credits. Simply put, if the student asks for proof of their participation points, you need to be able to demonstrate what participation activities you had your students complete, such as “minute papers” or “reaction paragraphs” after a video, guest speaker, or discussion topic. Obviously if a student is not in class, they would not be able to write a minute paper or reaction paragraph, thus, they would not receive any participation points for that particular day in class.

**Grading Scale**

Is there a grading scale or matrix?

**Course Schedule**

What is your course schedule week by week. When are assignments due? When is your final, the date, and the time? Assignment dates should be listed with a caveat that states "Tentative Assignment Schedule – the teacher may alter this schedule at his/her discretion".

**HOLIDAYS - NO CLASSES**

Note holidays or days when the teacher will be absent. This should also be on the weekly course schedule (see above)