

# DVC Guidelines and Requirements for a Course Syllabus

## Definition

The term syllabus refers to a written course description that provides the objectives, assignments, and schedule. The syllabus serves as a contract between the faculty member and the student, outlining expectations and requirements for successful completion of the course.

## Essential Elements of a Syllabus

- Basic Information:** Course title, course number, number of credits, current year and term, meeting time and location, your name, location of your office and office phone number, email address and/or WebCT information, office hours, and appointment times.
- Prerequisites:** Classes, skills, and information required prior to enrolling in course.
- Course Objective:** Information to be covered, general themes, and course activities.
- Student Learning Outcomes:** Statement(s) linking subject matter and student performance. Learning outcomes include competencies, skills, and knowledge students should acquire by the end of the course. The SLO's for your course **must** appear on your syllabus and can be found at: <http://www.dvc.edu/org/info/slos/search-and-list.htm>
- Textbooks/Readings:** Titles, authors, and editions. (It is ideal to order textbooks for which electronic format is available. For information on available alternate format of a book, contact the publisher. If no electronic format is available from the publisher, contact Rose Desmond, DVC alternative media specialist, x2724.)
- Course Schedule:** While not required, it is ideal to supply schedule of events; include discussion topics, exam dates, assignments, and readings to be completed for each day.
- Additional Required Materials:** Any additional course material such as calculator or art supplies that the student has to buy to successfully complete the course. Information on such materials needs to be as detailed and specific as possible.
- Grades:** A description of how you are going to calculate the grades and what is required to receive a particular grade for your course **must** appear on your syllabus.
- Course Policies:** Specify how you deal with tardiness, absences, late assignments, test/assignment make-ups, and academic misconduct.

## Admissions & Records Dates and Deadlines

Consider including filing dates for add/drop and pass/no-pass option, and instructional holidays found on the admissions & records calendar (Add/drop dates specific to your class are on the class roster for each class):

<http://www.dvc.edu/org/info/calendars/a-and-r.htm?action=list&cid=Admissions/registration>

## **Final Exam Schedule**

Consider including the final exam schedule for the semester, or the day and time of the final exam meeting for this specific course:

<http://www.dvc.edu/org/info/schedules/final-exams.htm>

## **Disability Statement**

Consider including a statement regarding disability support and services such as:

" Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request them through the Disability Support Services office. The High Tech Center in LC-107 is an adaptive technology computer lab available for students with disabilities and is open Monday-Thursday from 9am-5pm, and Fridays from 9am-1pm. Please contact Carrie Million in LC-112 or at 925-685-1230 ext. 2553 for more information."

For information related to DVC Disabled Student Services go to:

<http://www.dvc.edu/org/departments/dss/dss-student-handbook/program-services/index.htm>

## **Academic Dishonesty**

Consider referring to the DVC academic integrity policy, or copy information on the first page of this policy in your syllabus: <http://www.dvc.edu/org/info/policies/pdfs/ADRF.pdf>

Opening class session remarks can be a very effective deterrent to cheating, plagiarism and other forms of dishonesty. Simply saying that you are aware of the college's policy, and that you will assign academic consequences to students who violate this policy, can really make a difference. Notifying the students that you will turn in a copy of the report form to the Bill Oye, Dean of Student Life, and that they may be suspended for violations can prevent incidents of dishonesty in your class.

## **Appropriate Classroom Behavior**

Consider adding a statement regarding your expectations for student behavior and identify how you will respond to incidents of disruptive behavior. For example, identify specific issues such as cell phones or texting in class, chronic lateness, talking in class, etc., as disruptive and make it clear that you have the authority to tell a student who is being disruptive to leave and meet with the Dean of Student Life. If you decide to remove a student from class for disruptive behavior, notify Bill Oye by email ([woye@dvc.edu](mailto:woye@dvc.edu)) or voicemail (x2445) with the name, date, and a brief description of the incident. You may also require that the student meet with Bill Oye prior to returning to your class to reinforce the importance of appropriate behavior standards.

The DVC Student Code of Conduct contains procedures to be used in responding to disruptive behavior in class and is posted on the college website: <http://www.dvc.edu/org/info/policies/code-of-conduct.htm>

## **Missing Class for Religious or DVC-related Reasons**

Consider including a paragraph related to these issues such as: "State law and DVC Code requires that student be allowed to make up missed work/quizzes/tests due to absences for religious holidays, athletic or other school-related events. You must notify me at least one week in advance if you have to miss class for these cases. You are responsible for

making up any missed work within one week of the absence.