

GRAPHIC COMMUNICATIONS SYLLABUS GUIDELINES

The instructors in Graphics Department are required to provide a syllabus to their students by the second class meeting. They should also provide a copy of syllabus for each class to the Department. The syllabus should be current dated even the instructors are teaching the same classes every semester. The syllabus is an agreement that serves as a legal document.

WHAT MUST BE INCLUDED IN THE SYLLABUS?

- Course Information:
 - Course number, title, and description
 - Learning objectives and Student Learning Outcomes
 - Teaching methods
- Instructor's contact information and office hours
- Class schedule, due dates of assignments, and dates of exams
- Software / supplies / material fee
- Reading (required/recommended texts) and writing
- Course Policies:
 - Grading Criteria
 - Attendance / Participation
 - Academic Integrity

The following sentence should be included in the Course Policies:

“Palomar College regulations apply for Graphic Communications courses, and can be found in the current catalog (Section 3, 4, 5). Students should be aware of Palomar’s Student Rights and Responsibilities. Please pay particular attention to the sections on Academic Integrity, Drugs and Alcohol Policy, Smoking Policy, Crime Awareness, Sexual Harassment Policy, Student Behavior Rules and Regulations, and the Student Conduct Code. The documents can be found at <http://www2.palomar.edu/pages/catalog>”

RECOMMENDED POLICY TO BE INCLUDED:

- Project Themes:

Please include the following sentence:

“Class projects should be suitable for family viewing, creative and original. Racial, ethnic, or subculture slurs; pornography, and hate are unacceptable.”