Palomar College Course Syllabus Template

[Your syllabus is a contract between you and your student, providing information about the class and setting expectations. This also sets the tone for the class. Proofread your syllabus to make sure that you have not included information about teaching assignments at other colleges. Your syllabus does not need to be unnecessarily long. This template is made to help guide you, but you do not have to use this (this is a not an official syllabus template, rather it is a guide). Make this your own! The red bracketed text is meant to be deleted and replaced with your own information. **If you have suggestions for ways this template can be improved, you can either leave a comment in the document or email kfalcone@palomar.edu**].

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** |  | **Instructor Name** |  |
| **Section #** |  | **Instructor Email** | (Be sure to use your Palomar College email address- especially important for official documentation if needed) |
| **Days/Times** |  | **Instructor Phone** | (Best not to use your personal phone) |
| **Term/Year** |  | **Office Location** |  |
| **Classroom Location** | (Note that Palomar has classes at several locations across its large district. Be sure that you are familiar with the location of your class within the district as well as location of your class on a particular campus.) | **Office Hours**  **(“visiting hours”)** |  |

[Please note:

* Course information can be found in the class schedule and college catalog.
* Office location
  + Full-time faculty, list your on-campus office location.
  + Part-time faculty, you can schedule office hours in one of the three private offices located in the part-time faculty workroom. Some departments have an office set aside near your department ADA’s office. Check with your ADA for details.
* Office hours
  + Full-time faculty are required to have 5 hours a week in their office for office hours.
  + Part-time faculty can be paid for office hours dependent on your teaching load (this is negotiated and may change from year to year. For part-time office hour information, please go to [http://www2.palomar.edu/pages/hr/employees/personnel/ptfaculty/.](http://www2.palomar.edu/pages/hr/employees/personnel/ptfaculty/)
* Phone
  + Check with your ADA to make sure you are setup with a Palomar extension. Giving students your personal phone number is not a good idea.]

***Communication Guidelines***

[It is a good idea to let your students know if you have communication guidelines such as “M-Th I will respond to emails within 24 hours. Emails received on Saturday and Sunday will likely not be returned until Monday.”]

## Course Description

* [Find in catalog, or review the Course Outline of Record CurricUNET (<http://www.curricunet.com/palomar/>). Use your Palomar email username and password as your login.]

### Course Prerequisite (if any)

* [Find in catalog]

## Course Objective

* [Find in Course Outline of Record in CurricUNET (<http://www.curricunet.com/palomar/>).]

## Course Student Learning Outcomes

* [Contact your department chair or ADA, or view on the SLO website, <http://www2.palomar.edu/pages/slo/>, Be sure you know if one of the SLO’s will be assessed for the current semester. Discuss SLO and Assessment with your department chair or department SLO facilitator. http://www2.palomar.edu/pages/sloresources/slo-facilitators/]

## Textbook & Course Materials & Method of Instruction

[No money is to be collected in class. Be sure to list all required and recommended materials on your syllabus, and stick to them. No surprises later in the semester!]

### Required Text

* [If you are unsure, contact your ADA. You may also check with the bookstore. http://www.bkstr.com/palomarstore/shop/textbooks-and-course-materials]

### Recommended Texts & Other Readings

* [Remember, no surprises later in the semester; list everything they may need.]

### Online Resources (such as Blackboard or Canvas LMS)

* [If you are using an LMS, be sure to explain that you are using it, how to access it, and any other information that may be necessary. All infoATC has recommended certain browsers with Blackboard. You may want to let students know. https://www2.palomar.edu/pages/atrc/2012/08/28/browsers-and-blackboard/].

***Academic Resources***

[Palomar College has tutoring available in many subjects: <https://www2.palomar.edu/pages/tutoringservices/>. We are also piloting online tutoring for online classes and for classes held somewhere other than San Marcos or Escondido.]

## Important Dates

[Be sure to let your students know the important add, drop, withdraw dates. http://www2.palomar.edu/pages/enrollmentservices/calendars/]

### *Drop Policy*

[What is your drop policy? Be clear with your students. Whatever your policy, you must apply the same policy to all students. You **must drop** any student identified as a "no show" (students registered who have ***never*** attended class) by reporting these students on the first census drop roster or online through Faculty eServices.

You **may elect to drop** a student for excessive absences (defined as more than the number of times the class is scheduled to meet per week). Again, be sure that you apply your policy consistently to all students.

You may not lower a student’s grade due to absences.

It is critical that you keep attendance records on all of your students in all of your classes. If you drop a student who happens to be on financial aid or is on the GI Bill, you will be asked to provide that student’s last date of attendance. What you list will impact that student’s funding.]

## Student Behavior Expectation, “Class Rules,” Student Code of Conduct, etc.

[Include behavioral expectations including consequences (but don’t back yourself into a corner that you can’t get out of. If you make an exception for one student, it will have to be made for all.) Keep in mind that we are a community college and that our students are adults. Keep in mind too that we accept the top 100% of all applicants. Your expectations should be reasonable but clear. This is a key area for providing a clear but welcoming tone. [Palomar’s Student Code of Conduct](https://www2.palomar.edu/pages/studentaffairs/standard-of-student-conduct/).]

If an issue arises, please report the matter to Office of Student Affairs using the [Incident Report](https://www2.palomar.edu/pages/studentaffairs/incident-report/)

## Americans with Disabilities Act (ADA)

[Provide directions/instructions for students with disabilities. If a student is granted an accommodation from the DRC, the student must bring you verification of that. You cannot deny that accommodation. Contact Disability Resource Center for assistance:<http://www2.palomar.edu/drc/>.

An example of the statement that could be used on your syllabus: “Disclosure of Disabilities to Instructors/Staff: If you have specific disabilities and require special accommodations, please let me know right away. DRC (Disability Resource Center) will, upon student request, inform faculty/staff about functional and/or educational limitations and about recommended accommodations.” Never ask a specific student if he/she has a disability.

For information about the presence of service animals in the class, see <https://www2.palomar.edu/pages/drc/service-animals/>. We are allowed to ask two questions only:

1) Is the animal required because of a disability? and 2) What work/task is the animal trained to perform? Service animals include dogs and miniature horses.]

## Diversity Statement

[Provide a statement about diversity. Such as “We at Palomar College take pride in our gender, sexual, religious, ethnic, and racial diversity. We do not tolerate hate of any kind on campus, and we especially condemn in the strongest possible terms the intolerance and mistreatment of those who are lesbian, gay, bisexual, transgender, or questioning. Embrace all differences!” From the Child Development Website http://www2.palomar.edu/pages/childdevelopment/ ]

## Field trips, class fees, etc.

[All field trips require advanced approval and [Clery Act](http://www2.palomar.edu/pages/police/clery-act-right-to-know/) Training on your part (contact Karen Boguta-Reeves at x3977).

Class fees, etc., are set up and communicated to students well in advance of your class. Always discuss with your department chair in advance.]

## Student Safety

[Are you teaching a course in a classroom where safety is an issue such as a Chemistry lab? If so, provide safety information. Your department may have standard language to include.]

## Academic Integrity

[Include a statement about academic Integrity. If you are not sure what to write you can review the information provided by the Office of Student Affairs <https://www2.palomar.edu/pages/studentaffairs/home/policies/academic-integrity/>.

Be very clear about your grading policy and grading structure. Have a friend or colleague look at your policy to make sure that it can be easily understood.

“Attendance” should never be tied to grades; you can give grades for participation, but make sure participation is clearly defined.]

A suggested statement: (see Sherry’s document)

***Grading Policy***

Check your addition. Keep your grading straightforward. Everything that the student needs to know about how he/she will be graded for your class should be made crystal clear in this one brief section. Don’t throw surprises in elsewhere and don’t make changes along the way. Be sure that any information included on Blackboard matches with what you have set forth in your syllabus.]

## Graded Course Activities

|  |  |
| --- | --- |
| **Points/percentage** | **Description** |
| pts | Item (List all activities, tests, etc. that will determine the students’ final grade.) |
| pts | Item (List all activities, tests, etc. that will determine the students’ final grade.) |
| Pts [make sure it equals 100%] | Total Points Possible |

## Viewing Grades

[How will your students be able to see their grades? Will you be using the LMS to post grades? Will you be keeping your own spreadsheet so that they would need to meet with you to see their points?]

## Letter Grade Assignment

[Include an explanation between the relationship of points earned and the final letter grade. **Example: “**Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows”]:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | 0-59% |

***Late Work Policy***

[Will you allow late work? Possible statement “Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval”. Please note, our students with disabilities have mentioned several times that allowing late work even one time or for a reduction in points is very valuable for them.]

***Course Calendar***

[Be sure to include a course calendar that includes the important dates in your course. Fall 2016 we are transitioning from a traditional calendar to a compressed calendar, which means we no longer have a finals week. With the compressed calendar Please be sure to note this adjustment in your course calendar. For the academic calendar, go to: <http://www2.palomar.edu/pages/enrollmentservices/calendars/>.

The following are 3 possible outlines you may like; however there are MANY ways to create your calendar. These are just ideas.]

## Possible format: Bulleted List, Topic Outline/Schedule

* **Week 01: [topic]**
  + [details]
* **Week 02: [topic]**
  + [details]
* **Week 03: [topic]**
  + [details]
* **Week 04: [topic]**
  + [details]
* **Week 05: [Topic]**
  + [details]

## Possible format (1 day/week)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Topic** | **Readings** | **Activities** | **Due Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

***Possible format* (2 day/week class):**

|  |  |  |
| --- | --- | --- |
|  | **[insert day]** | **[insert day]** |
| **week 1** | [date] | [date] |
| [insert assignments, topic, reading, etc.] | [insert assignments, topic, reading, etc.] |
| **week 2** | [date] | [date] |
| [insert assignments, topic, reading, etc.] | [insert assignments, topic, reading, etc.] |
| **week 3** | [date] | [date] |
| [insert assignments, topic, reading, etc.] | [insert assignments, topic, reading, etc.] |