

Distribution of Course Syllabus (AR 3.6)

Course Syllabus Policy:

- Students will be advised of course content and instructor expectations through a course syllabus.
- The course syllabus serves as an agreement between the instructor and student.
- The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add).
- A copy of the course syllabus must be submitted to the division/department office no later than the end of the first week of class.

The following items must be included in the course syllabus:

1. College name, Campus or Site
2. Instructor's name and contact information for student support
3. Course information
4. Title, Prefix, course number and section numbers(s)
5. Academic term and year, e.g., Fall 2009
6. Official course description (from catalog) and/or overview
7. Course objectives
8. Grading standards and practices
9. Attendance requirements
10. List of required and recommended texts and materials
11. Statement of student responsibility for information in syllabus.
12. Statement of Student responsibility for the college policies included in the college catalog and the student handbook.
13. Information about the availability of services of students that require special accommodations.
14. Statement indicating that information included in the syllabus may be subject to changes such as: "Students will be notified by the instructor of any changes in course requirements or policies."

*Instructors may include additional information as necessary.

1. College name, Campus or Site:

State location and address of class (e.g., GCC, GCC North, GCC at Surprise Communiversitry)

2. Instructor's name and contact information for student support:

Tell the students who you are and how and when they may contact you. Include telephone contact number, office hours or hours students may contact you, campus office location, and email address.

3. Course Information:

State the dates, day(s), and times your class meets. Include non-regular or additional meeting requirements outside of a regular meeting pattern. Provide the building names and room numbers where class meets. List any holidays which fall on class dates (according to the District academic calendar). Instructors are required to hold class for the full time listed in the class schedule. Do not let students leave early. Allow a 10-minute break for every 1.5 hours of class time.

4. Title, course subject/number and class number:

List the official course number, title and class number, so students know if they are in the right class.

5. Academic Term and year, e.g., Fall 2009:

State academic term and year for which the course syllabus applies.

6. Course description and/or overview:

Quote the official course description from GCC's General Catalog. Do not alter the wording. If you wish to elaborate, do so in another paragraph.

7. Course objectives:

State what students should know or be able to do at the end of the course. Be specific about the course objectives and competencies. Board approved course competencies and can be viewed at: <http://www.maricopa.edu/academic/curric/>

8. Grading standards and practices:

State whether the course will be graded with Standard (A-F) or Credit/No-Credit (P/Z) grading. Include a Course Outline with all assignments and tests, associated due dates, relative grade weight and evaluation criteria. Describe your standards for determining point values and grades. Include a detailed description of all assignments, presentations, projects, and tests that students must complete. Clearly state your policy regarding exceptions (or no exceptions) for accepting late work and make-up exams.

9. Attendance requirements:

Clearly define your policy on attendance and tardiness. Describe "excused" and "unexcused" absences. (See "Attendance and Absence, Students" in Section C - Academic Policies & Procedures, Faculty Staff Handbook) for MCCC definition of excused and unexcused absences.

10. List of required and recommended texts and materials:

List all textbooks, study guides, and other required materials which students must purchase.

11. Statement of student responsibility for information in the syllabus:

Include a statement or ask for student signature indicating student's responsibility for following information provided in the syllabus.

12. Statement of student responsibility for college policies included in the college catalog and student handbook:

Include statement, "Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook."

13. Information about availability of services for students that require special accommodations.

State your willingness to provide reasonable accommodation for students with disabilities. An example of such a statement would be: "If you have a disability that may have some impact on your work in this class and for which you may require accommodations, you need to notify the Disability Services and Resources office, Location: TDS-100. Phone: 623-845-3080."

14. Statement indicating that information included in the syllabus may be subject to change:

Include statement, "Students will be notified by the instructor of any changes in course requirements or policies."

*Additional Information:

• Instructor Expectations:

Describe your expectations regarding: student behavior, cell phones, text messaging, academic conduct (cheating and plagiarism), audio taping of lectures, etc.

• Safety regulations (if applicable)

Any course using equipment, tools, or machinery must include the following statement: "Arizona Statute ARS15-151 specifies that every student, teacher and visitor in public and private schools, community colleges, colleges and universities shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art or laboratory science activities involving exposure to: molten metals or other molten materials, cutting, shaping and grinding of materials, heat treatment, tempering or kiln firing of any metal or other materials, welding fabrication processes, explosive materials, caustic solutions, radioactive materials."