

Course Syllabus Format

Minimum Information Requirements

Part I – Standard for All Sections of a Given Class

Instructor:

Include your name, office location, office hours, office phone, and college email address. Your home phone number is not required.

Course Information:

- Include basic information: Course title and number, term (e.g. Fall 2012).
- **Course Description:** (as given on the Course Overview)
Use the official course description. This will be the description listed in the current college catalog (unless the division has adopted a new description since the catalog was published).
Include the credit hours, contact hours, and any lab hours.
If the course has an official Ohio TAG number, be sure to include it.
- **Prerequisites:** (as given on the Course Overview)
List all course prerequisites for this course as well as other expectations for student preparation as listed in the catalog. Be sure to cover this material with students on the first day of class to insure they are clearly aware of these expectations.
- **Withdrawal Statement:** (as approved through Academic Affairs & Faculty Council)
Refund and withdrawal dates for this course can be found under the Calendars/Schedule link on the NSCC homepage (www.northweststate.edu). Select the semester and scroll down to the course number. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes.

Textbook(s)/Supplies:

Textbook(s): include the title, author, edition, publisher, and other required materials for the course.

Learning Outcomes:

Use the Learning Outcomes listed on the Course Overview. Course learning outcomes should not be changed without agreement among the full-time staff who teach the course. All revisions need to be submitted through Academic Affairs.

Required Information Early Admit Students:

The Ohio Attorney General has indicated that these statements should be included –

- We do not provide extraordinary protection for the student who is a minor.
- We do not filter or monitor the computers on our campus.
- Class subject matter may contain provocative content.
- FERPA rights belong to the student.

Title IX Responsibilities:

NSCC faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to a faculty member, she or he must notify NSCC's Title IX coordinator. The Title IX coordinator will assist the student in connecting with all possible resources both on and off campus.

Part II – Required Information for Your Class

Evaluation: Grading and Policies:

Include grading and evaluation procedures and the policy on class attendance. Show the method you will use to calculate the final grade. Include information on the treatment of absences, late assignments, make-

up tests, and any optional or extra credit work. If the class has a lab component, be sure to include evaluation procedures in the syllabus. This is also a topic which should be presented to students at the first class session (since they will probably ask anyway).

Instructional Methods:

- Materials to be presented and methods - e.g. lectures, readings, and additional resources.
- Specific activities required - e.g. reports, papers, presentations, group work, field experiences, observations, labs, etc.

General Classroom Procedures:

Include your individual course policies on such topics as attendance, lateness, class participation, missed exams or assignments. Be as specific as possible since this syllabus is essentially a contract between you and the student. Include the statements such as: “No video or audio recording in class without the instructor’s permission” and “Cell phones should be turned off and put away during class”.

Academic Honesty

Plagiarism of any type will not be tolerated. Be sure to include any special penalties for your class. At a minimum, plagiarism must be dealt with according to the College Catalog (also available at the Northwest State website, www.northweststate.edu).

Student Responsibility:

- Clarify expectations for work missed in class and how you expect the student to stay on target.
- Include your policy about make-up work. It is wise to set a very short time span, but be specific and clear.
- You should have statement about changes in this syllabus. Be clear the students are responsible to be in attendance for any changes announced. You could use a statement like, “The instructor reserves the right to amend or adjust this syllabus if necessary. If changes are required, they will be announced in class. It is the responsibility of the student to be in attendance to record changes.”
- Syllabi should contain the following statement, or one similar: Any student who feels he/she may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Also, please contact the Accessibility Services Office in office A105B or via phone at 419-267-1265 to coordinate reasonable accommodations arising from documented disabilities.

Include other statements about student responsibilities such as:

- Students are responsible for material assigned on this syllabus as well as for additional information announced in class. The instructor will not rely totally on material from the books, so the student is responsible for any additional material covered in class lectures.
- If you miss more than three sessions, you may have serious trouble in attaining the necessary knowledge to pass this course.
- Students are expected to complete all assignments on time. Program assignments will be penalized ___% per day they are late. Maximum late penalty will be ___%.
- There will be no eating, or drinking in the classroom or lab.
- The student will be expected to conduct him/herself in an orderly and safe manner in the classroom and lab.
- Posting certain information on social networking sites is illegal and violation of existing statues and administrative regulations may expose the offender to criminal and civil liability. In addition posting of certain material may violate the college’s *Code of Student Conduct*.

Schedule of Activities and Assignments:

List a specific schedule of assignments, labs, papers, tests, etc. Including the topic of work to be covered is helpful for students.

Sample Format:

Week or Class Session	Topic	Assignments and other learning activities
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Other considerations in course design:

- Vary the types of assignments so that students with different learning styles can be accommodated.
- Vary the types of evaluations used including different kinds of tests, written, oral, in-class, take-home, computer-based, short-answer, essay, etc.
- Incorporate systematic feedback to students about their performance in the class.
- Balance assignments from class to class. Try not to load too much work into the same time span.
- Review course design for logical flow of content.
- Define terms that may be new to students and are necessary to the understanding of the syllabus.
- Check the spelling carefully.
- Leave enough white space on the pages of the syllabus for students to add notes.