

**SAN DIEGO MESA COLLEGE
SYLLABUS**

Definition: The course syllabus describes how an individual instructor will carry out the course outline with his/her students. And, it is the syllabus which describes class specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the Outline in terms of both topics and methods.

In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record." from The SDCCD Guide to Writing an Integrated Course Outline".) **ORDER OF THE FOLLOWING TOPICS IS OPTIONAL. ALL TOPICS ARE REQUIRED IN A SYLLABUS EXCEPT WHERE OTHERWISE NOTED.**

COURSE TITLE:

(This must be exactly the same as it appears in the catalog and the course outline of record. Import from the course outline or record.)

DESCRIPTION OF COURSE:

(This must be exactly the same as it appears in the catalog and the course outline of record. Import from the course outline or record.)

LECTURE/LAB HOURS PER WEEK:

(This must be exactly the same as it appears in the catalog and the course outline of record. Import from the course outline of record.)

PREREQUISITES COREQUISITES ADVISORY

(This must be exactly the same as it appears in the catalog and the course outline of record. import from the course outline or record.) For advisories: Completion of the course with a grade of "C" or better or equivalent is recommended.

VALIDATION STATEMENT: OPTIONAL

(Import from the course outline of record.) These are the exit skills of the prerequisite course(s).

COURSE OBJECTIVES: These can be tailored from individual instructor objectives not necessarily using all objectives from the course outline of record. Upon successful completion of this course, students will be able to:

COURSE CONTENT:

The following topics may be included in the framework of the course but are not intended as limits on content The order of presentation and relative emphasis may vary". Import from the course outline of record. Be sure you have used outline form. Be detailed enough to list sub-topics.

ATTENDANCE REQUIREMENTS:**Responsibility to Add, Drop or Withdraw**

It is the *student's responsibility* to add, drop, or withdraw from *classes before the deadlines stated in the class schedule*. Petitions to add, drop, or withdraw after the deadline will not be approved without proof of circumstances beyond the student's control which made him/her unable to meet the deadline. Lack of money to pay fees is not considered an extenuating circumstance. Students anticipating difficulty in paying fees before the add deadline should check with the Financial Aid Office about sources of funds or other alternatives for which they may be eligible.

If you decide to withdraw from this course, you are reminded to do so before the _____ week of instruction. (Date will depend on session length.) If you fail to withdraw by that date and you stop coming to class, a final grade must be assigned to you.

INSTRUCTOR'S ATTENDANCE POLICY:

(The following is a suggestion.)

Attendance is critical to teaching and learning. You will fall behind in acquiring course content and skills if you do not attend class regularly. I realize that situations may develop which are beyond your control and which may interfere with your attendance. Therefore, a maximum of __ absences has been established. This is in compliance with Mesa College policy on attendance. Refer to college catalog. (The following is a suggestion.)

If you miss class, make arrangements with a classmate to keep you informed on lecture topics, lab or studio exercises, handouts and assignments. This information is an integral part of the instruction and may not be found in the reference texts.

TARDINESS: *OPTIONAL*

(This is a suggestion: Class begins at the set hour. In a professional setting, tardiness is not acceptable. Tardiness is also disruptive to the learning environment. Promptness reflects professional courtesy and is expected.) My policy on tardiness is:-----.

CLASSROOM BEHAVIOR AND STUDENT CODE OF CONDUCT:

Students are expected to respect and obey standards of student conduct while in class and on the campus. The student Code of Conduct, disciplinary procedure, and student due process (Policy 3100, 3100.1 and 3100.2) can be found in the current college catalog in the section Academic Information and Regulations pages 39-51, and at the office of the Dean of Student Affairs (H-500). Charges of misconduct and disciplinary sanctions may be imposed upon students who violate these standards of conduct or provisions of college regulations. As your instructor, I have the following expectations or your behavior in this class:

(These are suggestions.)

- I. Promote a courteous learning atmosphere by exhibiting mutual respect and consideration of the feelings, ideas, and contributions of others.
2. Demonstrate respect for the your work, as well as the work of others, by recognizing and acknowledging strengths and improvements.

3. Demonstrate respect for tools, equipment and supplies in the classroom.
4. Practice consideration for others by maintaining a clean and orderly learning environment.
5. Recognize everyone's opportunity to contribute information in a Relevant and meaningful manner by not monopolizing discussions, interrupting, interjecting irrelevant, illogical or inappropriate questions or comments.
6. Regarding food and beverages in the class.
7. Regarding personal electronic equipment: cell phones, pagers, etc.
8. This class will be conducted in accordance the college student code of conduct and basic standards of academic honesty. Cheating, plagiarism or other forms of academic dishonesty are not acceptable and will not be tolerated. Violations of standards of academic honesty will be reported to the school dean for appropriate action.

ACCOMMODATION OF DISABILITY:

Students with disabilities who may need academic accommodations should notify their professor immediately.

EVALUATION:

Course outline of record will provide direction as a template. This section should be personalize to individual instructors' evaluation criteria. Because of legal ramifications, this section must be thorough with attention to detail.

Policy regarding LATE WORK

Policy regarding INCOMPLETE WORK

METHOD OF INSTRUCTION: **OPTIONAL**

(Begin by referring to the course outline of record. Make adjustments that are relevant to your individual style, technology available, etc. Notes courses and sections delivered through distance education must be separately reviewed and approved by the curriculum committee.)

ASSIGNMENTS: **OPTIONAL**

(List all assignments. A suggestion would be to identify the ones which require critical thinking so that students realize the scope and rigor of these assignments. Begin by referring to the course outline or record. This is an area of creative expression for instructors of the course, so do not be limited by examples of assignments listed in the outline of record.)

TEXT AND SUPPLIES:

(Refer to the course outline or record. This information should be the same as those specified texts and supplies available in the bookstore for this course.)

REFERENCE READING: **OPTIONAL**

(Refer to the course outline or record section "APPROPRIATE READING" and select reference readings based on your own preference and style. Add any other selections which might be appropriate to specific, one time assignments or projects.)

IMPORTANT DATES: *OPTIONAL*

(These would be dates from the schedule of classes regarding adding and dropping1 last day to withdraw without a “W”, test dates, final exam date, due dates for projects and research papers etc.)

STATEMENT OF RETENTION:

Students, please discuss your plans to withdraw from class with your instructors. They may have other options for you that may allow you to continue in class.

STUDENT /TEACHER COMMUNICATION (Include Instructor’s name)

E-MAIL: *OPTIONAL*

FAX: *OPTIONAL*

OFFICE HOURS:

OFFICE LOCATION:

PHONE:

MESSAGE CENTER:

FIELD TRIP RESPONSIBILITIES: *OPTIONAL* (Required if applicable to course)

LABORATORY SAFETY: *OPTIONAL* (Required if applicable to course)

DATE PREPARED: *OPTIONAL* (Include specific session)