VVC Academic Senate and AS Syllabus Task Force Recommendations: Victor Valley College Sample Syllabus/**DE Courses**
This is simply a sample of the necessary information for a clear and complete community college syllabus. Please use CurricuNet to access the official course outline for your class, the current Student Learning Outcomes (SLOs), etc.

Course Number and Full Title of Course

Instructor

Instructor Name and Title

College Phone & Ext.: 760.245.4271, x._____

VVC Email ____._____@vvc.edu

(add additional e-mail as needed)

Office Location

Building # and Office #

Office Hours

Check contract(s) for required # of office hours for contractual load (do not add for hourly courses or any reassigned time received)

Important Dates:
- Course Begins and Ends
- Add and Drop Dates
- Holidays/College Closed Dates
- Other Important Dates Affecting Your Course

(Many dates can be found in WebAdvisor, "Faculty", "Class Roster"; also check Academic Calendar on VVC website)

Course Description as per VVC Catalog

Course Section Number

Days and Times Class Meets

Location(s) of Class

Any recommended preparation, pre-/co-requisites

STATEMENT OF ACCESS: *Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Disabled Students Programs and Services (DSPS) and services per Administrative Procedure (AP 3440)*

Visit Victor Valley College online at www.vvc.edu

VVC ACADEMIC SENATE – 2ND READING May 5, 2016 - APPROVED

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Required Text(s)

Author, *Title*, Volume #, Publisher, Place of Publishing, Year. ISBN #

Author, *Title*, Volume #, Publisher, Place of Publishing, Year. ISBN #

(if there are additional 'recommended' or 'optional' text(s), please make sure they are designated as such)

Additional Course Materials

List any additional materials required and include where students can purchase, how they can purchase, and cost (as applicable).

• Additional materials

• Additional materials

Student Learning Outcomes (as per <u>current</u> Course Outline of Record [COR]):

1. SLO#1

2. SLO#2

3. SLO#3 (and so on)

Other Course Objectives and/or Learning Objectives:

1.   List….

Attendance/Participation/Withdrawal Policy:

California Educational Code 55002

 (Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.)

If there is a requirement for active participation, or if you drop a student after X absences, should be clearly stated in this section. If your course is designated as "Positive Attendance", or if there are state/federal regulations requiring 100% attendance/participation to pass course, it needs to be explicitly stated.

Definition of Distance Education 'No Show' Students:

• DE Students will be dropped as 'no shows' if their online activity before the census date consists of solely logging into the online course platform without actively engaging in academic related activity (such as online discussions).

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Definition of 'Last Day of Attendance' (LDA) for excessive absences of online students:

• Faculty policy regarding dropping students for excessive absences in an online course should be based on the last recorded academic activity of the student after (such as one full week of non-engagement by the student). Per an individual instructor's syllabus and course materials, students should be informed of the instructor's guidelines on withdrawal from an online course and the necessity of actively engaging in academic activity. Students should be informed that 'active engagement' is not simply accessing the online course platform, but entails evidence of participation in online assignments as well as regular and substantive interaction between students and faculty.

Definition of Academic Engagement:

Faculty should document regular and substantive interaction which demonstrates students' active engagement in the online course. 'Active engagement' includes participation in electronic conversations, discussions, completed assignments or any other assessment designated by the individual instructor.

Description of Required Assignments

Include the required assignments/assessments for the course. Sample below:

- Exams: there will be two exams over the course of the semester, a Midterm and a Final. These exams are a combination of multiple choice, matching, ordering and essays. Each exam is worth 100 points, and the exams are each worth 10% of your overall grade. A study guide will be distributed about a week before each exam.

- Research Paper: you will submit a 7-8 page research paper on a topic approved by the instructor. A separate handout (or you can list the requirements here) will be distributed to students with details on formatting this assignment. The research paper is worth 20% of your overall grade and is 100 points.

- Practical/hands-on assignments: Describe

What Assignments are Worth to the Student

You can list the points/percentage or however you clearly determine the student's grade. It is also a good idea to define what an 'A', 'B', 'C', 'D', 'F' and 'FW' grades mean. Sample below:

- Student grades are determined by number of points earned:
  - XXX-XXX = A (demonstrates mastery of subject)
- Student grades are determined by percentage earned
  - 90-100 = A (demonstrates mastery of subject)

Policy on Plagiarism

The instructor's policy on cheating and plagiarism should be clearly articulated. You can link to the <u>VVC Student Handbook</u>. Please note instructors cannot fail a student for the course for plagiarism (unless the assignment plagiarized is worth enough points that the student will naturally fail the course). Sample language below:

- All students in this course are expected to complete their own work. Students who cheat or plagiarize will earn '0' on that assignment.

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Authority of the Instructor

According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class. Faculty may suspend students from class for up to two consecutive class meetings for misconduct which disrupts the class. Students suspended from class may not return to class during the time they are suspended unless permission to return is granted by the instructor. Instructors must complete an incident report on all suspensions and transmit the form to the appropriate administrator.

Resources

Most information regarding resources available to students can be found at http://www.vvc.edu/offices/student_services/. You can add, as needed, specific links and information or class policies relevant to your class (these are all hyperlinked to help you; feel free to add more as needed).

- DSPS: As per DSPS policy (8-13-12), DSPS students must schedule alternative testing "no later than one week in advance for regular exams, and a minimum of two weeks in advance for midterm and final exams." Students are required to sign this policy.
- Veterans:
- EOPS:
- Counseling:
- Library, Writing Center, Communications Center:
- Tutoring:
- ATC/computers:

Course Schedule

Date/Week

Reading/Homework/Topic

Due Date

Example:

August 29-31, 2016

Read: Text, Chapter 1

Topic: Orientation, Introduction to Course Subject

Homework: Complete personal introduction discussion

Due Date: September 7, 2016, by 11:55 p.m. (or whatever your due time is for online assignments)

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Homework Policy

Not all courses have "homework", or designate out-of-class assignments as homework. Feel free to eliminate or change this to reflect how your course is run.

Late Work

Insert policy on late work, what consists of an assignment being "on time" for your course, etc. When scheduling online due dates, keep in mind that currently, VVC does not have 24/7 tech support, therefore, weekend deadlines may not be the best – however, it is the instructor's choice.

Additional Information

<u>Blackboard</u>: do you use Blackboard to post syllabi and other course materials?

Safety, dress codes, etc., that apply to a specific course or program should be listed.

Philosophy statement on subject matter, Program Learning Outcomes (and/or info on the possibility of AD-T degrees and certificates if available)

"Netiquette"/Course Code of Conduct

Campus safety and afterhours Campus Police phone # (760-245-4271, x. 2555)

Instructor's policy on earning extra credit and a description of extra credit options (note: extra credit is the decision of the instructor; if allowed, policy needs to be clear and consistent)

Instructor's policy on grading assignments/posting grades (should be in line with FERPA), and when students can expect to see comments and grades for assignments

Instructor's policy on discussing grades with students

- FERPA (Family Education Right to Privacy Act)
- Office hours for privacy
- Instructor has authority on all grades; insert time limit if a student challenges grades outside of the established complaint procedure