Syllabus Guidelines:
Elements of an Effective Course Syllabus

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I. DEFINITION and CONTENTS

The syllabus is an instructor's legal contract with his or her students. Generally, it is a compilation of course information, guidelines, policies, and procedures for a course. A weekly or daily outline should be included with a disclaimer that the class may vary from the outline in order to meet the needs of the students.

To achieve effective and efficient communication of instructor expectations, and to avoid potential student/instructor conflicts, the administration of CGCC is asking all instructors to include certain common elements in their syllabi. The following information provides a list of these required elements and statements, and suggestions for optional content.

The exact wording and format of a syllabus is up to each faculty member, and some elements may be embedded under other elements.

A syllabus must be distributed to all students at the first class meeting. You may choose to disseminate hardcopies or have online versions as part of your personal webpage and/or Blackboard site. A copy of your syllabus must be on file with your division secretary.

II. REQUIRED INFORMATION

In accordance with Maricopa Administrative Regulations, the following items must be included in the course syllabus:

- College name and Campus (Pecos, Williams, Sun Lakes)
- Instructor's name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2012
- Course description and/or overview
- Course objectives
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts and materials
- Statement of student responsibility for the information in the syllabus
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations
- Statement indicating that information included in the syllabus may be subject to change, such as "Students will be notified by the instructor of any changes in course requirements or policies."

III. RECOMMENDED INFORMATION

The following is information that should be included in all course syllabi:

COURSE INFORMATION

• Course description (available at http://www.dist.maricopa.edu/academic/curric/cs.html)
• Course competencies or list of topics
• Required texts, materials, supplies, and fees
• Class location including campus location (Pecos, Williams, Sun Lakes), building and room number

INSTRUCTOR INFORMATION

• Instructor's name. Indicate how you wish students to address you: "Dr.," "Mr.," "Ms.," etc.
• Office location including campus, building and room number
• Office phone or voicemail number (Adjunct faculty should also include the division secretary's phone number. Adjunct faculty should obtain a college voicemail account and check it regularly)
• Email address
• Statement of philosophy and/or instructor expectations
• Guidelines for taping/recording lectures or class activities

INSTRUCTIONAL INFORMATION, ACTIVITIES, ASSIGNMENTS AND COURSE OUTLINE

• Schedule of class meetings, indicating holidays and special dates (such as service learning projects, field trips, etc.)
• Statement of instructional methods to be used in course delivery or format (online, hybrid, lecture, cooperative learning, projects, lab, presentations, etc.)
• Course outline which includes a list of topics, chapters or content plus assignments and their due dates (Include a disclaimer that these dates may change.)
• Exam dates
• Assessment procedures (number and kind of tests or learning assessment process)

INFORMATION REGARDING GRADING, ATTENDANCE, AND LATE WORK

• Grading policy including how students may track their grades
• Explanation of how final grade is computed
• Attendance and withdrawal policy (distinction and use of "W" and "Y")
• Plans for make-up work and late work policy

EXPECTATIONS FOR STUDENT BEHAVIOR AND CIVILITY IN THE CLASSROOM

• Policy and consequences for academic misconduct, including plagiarism (as defined below) and cheating (Refer to the general guidelines and policies outlined for students in the *College Catalog and Student Handbook*.)
• Policies on interruptions and disruptions such as tardiness, beepers, cell phones, pagers, etc.
• Statement of academic integrity/ethics/academic honesty
• Statement on respect for diversity

IV. RECOMMENDED STATEMENTS

It is recommended that the following statements be included "as is" in your syllabi**:**

STATEMENT REGARDING OUTCOMES AND ASSESSMENT

The faculty and programs at CGCC are dedicated to effective teaching and successful learning with emphasis in the following areas: communication, critical thinking, literacy, and personal development.

Periodically, students will participate in formal and informal assessment activities that will help faculty improve programs and teaching strategies. These activities are designed to facilitate student growth in whatever combination of the above outcomes applies to a course.

STATEMENT REGARDING STUDENTS WITH DISABILITIES

Students with disabilities are required to register for services in the Disability Resources and Services (DRS) office in the Student Center at the beginning of the semester. Do not wait to visit the DRS office if you want support with any CGCC classes. The DRS office will meet with you to determine accommodations based on appropriate documentation. Therefore, faculty members are not authorized to provide or approve any accommodations for students in this class without written instructions from the DRS office. This must be on file before any accommodation will be provided. You can contact the DRS office at (480) 857-5188.

INFORMATION ON LEARNING CENTER

The CGCC Learning Center's mission is to support students' academic learning by providing free tutoring and resources to reinforce and supplement classroom instruction and to assist CGCC students to achieve academic success. All Learning Center services are free to students currently enrolled at Chandler-Gilbert Community College. At the Pecos Campus, the Learning Center is located on the second floor of the Library, rooms LIB227, LIB228, LIB229 and LIB237. At the Williams Campus, the Learning Center is located in Bridget Hall, rooms BRID114 and BRID115. The Learning Center also provides instructional support resources in the form of videotapes, software, and print materials. For a schedule of tutoring hours, additional information, or assistance, students should contact the Learning Center at (480) 732-7231, or visit our website at http://www.cgc.edu/lc .

STATEMENT CONCERNING PLAGIARISM

Plagiarism is defined as presenting the work of another as one's own. More than four consecutive words from a source other than the writer constitute plagiarism when the source is not clearly identified in appropriate documentation format.

From the *CGCC Student Handbook*:
"Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

ACTIVATE AND ACCESS YOUR MARICOPA STUDENT EMAIL

The Maricopa District provides every student with Google-powered Maricopa Student Email upon enrollment. CGCC uses this official student email to send information concerning class enrollment, financial aid, tuition, and other important student information. Students *must activate* this email account in order to receive these messages. Activate your Maricopa Student Email now at maricopa.edu/google.

CGCC EMERGENCY ALERT

The CGCC Alert system utilizes text messaging and email to notify students of emergency situations on or around campus. Students should update their contact information in the Maricopa Online Student Center at my.maricopa.edu in order to receive a CGCC Alert notification in the event of an emergency.

STUDENT PAY2PRINT

As of June 1, 2010, all CGCC students must pay for printing in the college computer labs and libraries. Registered students will receive their first 50 prints at no charge. Thereafter, black and white print costs will be 10 cents per print. Pre-paid printing accounts can be set up in the CGCC Cashier's Office. For more information, contact the CGCC Cashier's Office at (480) 732-7312.

V. OTHER RECOMMENDED SYLLABUS ELEMENTS

- List of learning services on campus: library, computer lab, Learning Center, etc.
- Transfer status of course (Please verify transferability each semester with the current *Course Equivalency Guide* online at http://az.transfer.org/cas/CEG/ATF/index.html)
- Tips for student success
- Format for assignments or standards for written work
- Explanation of time commitment required for success in the course, for example the number of homework hours expected each week
- Honors Program information or project explanation, if applicable
- Signature of receipt and understanding indicating the student has read the syllabus
- A brief instructor bio including experience and education that qualifies you to teach the course
- A statement letting students know they are welcome to seek support from the Vice President of Student Affairs office (480-857-5188) if they feel they have been discriminated against at CGCC