

RECOMMENDED CHECKLIST FOR COURSE SYLLABUS

(This is not a contract and is subject to change.)

General Information		Class Policies	
Course number	✓	Participate in all class discussions	
Credit/contact hours	✓	Late assignment policy	✓
Term	✓	Make-up exam policy	✓
Course title	✓	Minimum requirements	
Course description	✓	Incomplete grade policy	
Pre or co-requisites	✓	Extra credit policy	
Website		Methods of instruction	
Department phone number		Tests, quizzes, and final exam schedule	
		Unique requirements of the course	✓
Professor's Information		Success tips	
Professor name	✓	Communication methods, course website	
Professor office location	✓	Statement of possible change in syllabus	
Professor office hours	✓	Frequently asked questions	
Professor telephone	✓		
Professor fax	✓	College Policies	
Professor e-mail	✓	Academic dishonesty (plagiarism)	1
Supervisor's name	A	Attendance	1,2
Supervisor's telephone	A	Classroom etiquette and behavior guidelines	1
Supervisor's office location	A	Disability support services	1
Supervisor's e-mail	A	Weather issues http://www.delta.edu/delta/weather.html	
		Harassment policy	1
Course Information		Dispute a grade policy	1
Course outline		Student responsibility policy	1
Course outcomes http://www.delta.edu/catalog/courses.asp	✓	Withdrawal policy for individual courses http://www.delta.edu/registrars-office/adddropclasses.aspx	1
Assignments	?		
Meeting dates		Course Policies	
Times		Attendance	1,2
Locations		Eating and drinking	
Computer competency component		Cell phone, pager use	
Equipment and supplies	✓	Children in class	
Writing requirements (if applicable)		Websites of interest	
Number of words			
Grading scale and policy	✓		

The checklist (template) includes both required and optional items. Items with a check mark should be included; the unchecked items are optional.

A Adjuncts may want to include.

¹Referenced in disclaimer

²Should be discussed in individual faculty's syllabus

The items with the "A" (supervisors' contact information) are items adjuncts may want to include as another way that students can make contact. The items with the "1" are mentioned in the disclaimer and therefore do not need to be mentioned again in the faculty's syllabus. Some faculty are coming up with their own statements (about "academic integrity, for example) that might inadvertently omit important information or provide conflicting information. Using the disclaimer ensures that the current policies are referenced. The "2" refers to items, e.g., "attendance policy" of the individual faculty member. The thought here is that attendance requirements may vary from one faculty to another.

COLLEGE POLICIES:

The College has a number of policies, procedures, rules and regulations which apply to all students. The *Delta College Catalog*, which is available both in print form and online at <http://www.delta.edu/catalog>, includes many of them.

They include but are not limited to the rules in Section VI on Student Rights and Responsibilities, Integrity of Academic Work, Disruptive Students, Student Complaint and Hearing Process, Electronic Resources Access and Use Guidelines; Safety and Security policies, including Sexual Harassment; and student Records Access and Confidentiality.

They also include but are not limited to Academic Policies in Section IV on the Grading System including Incomplete grades, Attendance Policy, and Disputed Final Grade Policy.

The policies, procedures, rules and regulations published in the *Catalog* apply to you as a student in this course, and you are responsible for knowing and following them. You should also be familiar with, and follow, your instructor's individual policies to ensure your success in the course.

The *Senate Handbook* also contains information for students:

- The Student Code of Ethical Conduct (Senate Policy 8.001) can be accessed at the following link:
<https://deltanet.delta.edu/myintranet/senate/Senate%20Handbook%20PDF/Section%208/8%20001.pdf>
- Student Violation of College Rules and Regulations (Senate Policy 8.045) can be accessed at
<https://deltanet.delta.edu/myintranet/senate/Senate%20Handbook%20PDF/Section%208/8%20045.pdf> This information also appears in the Catalog in modified language as "Student Complaint and Hearing Process."

The College also provides free resources to support student success such as the Teaching/Learning Center (<http://www.delta.edu/tlc>) located in the Library Learning Information Center (LLIC) and Counseling and Academic Advising, in D-102, phone 686-9330. If you have a disability that may interfere with your ability to benefit from the courses you are taking, it is your responsibility to make the College aware of this. Please contact Michael Cooper, Director.