# SYLLABUS TEMPLATE COVER PAGE

**REMEMBER TO REMOVE THIS PAGE AFTER READING ITS CONTENT**

The Syllabus Template that starts on the next page includes suggested content and links for you to consider as you prepare your course syllabus and schedule. It has been developed in an effort to help faculty who are:

* creating a syllabus for the first time,
* needing to ensure updates to their current content and links or
* needing to ensure an accessible-compliant syllabus.

**The following Headings need to be included in every syllabus:**

1. Contact Information
2. Course Information
   1. Textbook and Course Materials
   2. Course Outcomes
   3. Syllabus Intent
3. Grades
   1. Grading
   2. Final Grades *[The determination for grading and final grades is at the instructor’s discretion. When using eLearning, always make certain the scale matches your syllabus language!]*
4. General Information
   1. Late Assignments
   2. Make-Up Policy
   3. Cell Phones and Electronic Devices
   4. Lab Safety *[ONLY for courses that include a Lab. Add your Division or Discipline policy.]*

eLearning (Learning Management System)

Accessibility

1. Student Resources and Responsibility *[If you decide to change the language, make certain you include the link to the Student Resources and Responsibility document]*

**Additional items:**

*[Use your discretion when adding other items to your Syllabus as you deem necessary and appropriate. Before doing so, you may want to see if it is already included on the link to Student Resources and Responsibility document].*

**REMEMBER to ALWAYS review with your students the Course Syllabus and the Students and Responsibility documents on the first day of class!**

# Course Syllabus

## Contact Information

Instructor Name:

Office:

Telephone:

E-mail:

Office Hours:

Additional assistance is available upon request.

## Course Information

### Course Section number

### Semester

### Pre-requisites and Co-requisites

### Textbook and Course Materials

Required:

Recommended, but optional:

Course Outcomes: The course outcomes are located in the [Course Catalog](http://catalog.delta.edu/content.php?catoid=6&navoid=648) [http://catalog.delta.edu/content.php?catoid=6&navoid=648]

Syllabus Intent: It is essential for you to read the syllabus in its entirety so you know what is expected. It contains important information about how I conduct the class, policies, student responsibilities, assignments, and a tentative class schedule. You are accountable to these written standards. This syllabus is not a contract, and is subject to change without notice anytime during the semester.

## Grades

Grading: Grades are recorded in the eLearning gradebook. Check the gradebook for points assigned to each assignment.

| Activity or Assessment | Percentage towards final grade |
| --- | --- |
| Activity/Assessment | Percentage |
| Activity/Assessment | Percentage |
| Activity/Assessment | Percentage |
|  |  |
|  |  |
|  |  |
|  |  |

Final Grades: A simple percentage scale will be used. Total points will be recorded and converted to a percentage by dividing the points you have earned by the total points possible. Grades will be assigned according to the following scale.

| Letter Grade | Percentage Range |
| --- | --- |
| A | 93 – 100 |
| A- | 90 – 92 |
| B+ | 87 – 89 |
| B | 83 – 86 |
| B- | 80 – 82 |
| C+ | 77 – 79 |
| C | 73 – 76 |
| C- | 70 – 72 |
| D+ | 67 – 69 |
| D | 63 – 66 |
| D- | 60 – 62 |
| F | Below 60 |

Any questions regarding the minimum acceptable grade for your program of study should be directed to Counseling/Advising. Final grades are generally accessible to you within one week of the official ending date of the semester. They are available using the WebAdvisor for Student>Academic Profile>Grades option through your Webadvisor account.

## General Information:

Late Assignments**:** It is the instructor’s policy not to accept late work. If special circumstances warrant an extension, it is the responsibility of the student to communicate with the instructor. Late work will receive an automatic penalty.

Make-Up Policy: Make-up exams are strongly discouraged and will only be allowed in cases of emergency or personal hardship. I must be notified on or before the day of the exam. Make-up exams may be essay in nature and will be made available in the Testing Center. For hours and policies, visit the [Testing Center site](https://sites.delta.edu/collegeinfo/Academics/TestingCenter/Student%20Guidelines/Home.aspx) [https://sites.delta.edu/collegeinfo/Academics/TestingCenter/Student%20Guidelines/Home.aspx]

Cell Phones and Electronic Devices: If you must have cell phones or electronic devices on during class, set them to vibrate; and leave the class to answer. Refrain from texting during class; it is distracting to fellow students and your instructor. The use of laptops during class is restricted to class-related websites, documents, and applications.

Lab Safety: Safety in the lab is TOP priority. Safety violations will result in reduction of your grade and possible dismissal from the lab.

eLearning (Learning Management System): Delta’s learning management system, eLearning, will be used in this course. Log in to the Student Portal and go to **eLearning**. Questions regarding the use of the eLearning software can be sent via their [ticketing system](https://deltacollege.online/web-form/) [https://deltacollege.online/web-form/] stop by the office located in J102, or call them at (989) 686-9401.

Disability Resources: At Delta College we strive to make your learning experience as accessible as possible. If you anticipate or experience a barrier in the academic or classroom environment based on a disability, please contact the Office of Disability Resources at 989-686-9794 or go to Counseling/Advising and ask for the Office of Disability Resources for a confidential meeting. We are available to speak to you about our services, answer any questions and encourage you to seek out your accommodations early in the semester.

## Student Resources and Responsibility

**It is your responsibility to read and understand** the college-wide policies in the [Student Resources and Responsibility document](https://sites.delta.edu/employeeinfo/SiteCollectionDocuments/Student%20Resources%20and%20Responsibilities080415.pdf) [https://sites.delta.edu/employeeinfo/SiteCollectionDocuments/Student%20Resources%20and%20Responsibilities080415.pdf]. Ask questions if you need any clarification after reading the document.

## Tentative Course Outline/Schedule

| **Week/Date** | **Topic** | **Reading** | **Assignment Due** |
| --- | --- | --- | --- |
| Week 1, insert date | Insert topic | Insert reading | Insert assignment |
| Week 2, insert date | Insert topic | Insert reading | Insert assignment |
| Week 3, insert date | Insert topic | Insert reading | Insert assignment |
| Week 4, insert date | Insert topic | Insert reading | Insert assignment |
| Week 5, insert date | Insert topic | Insert reading | Insert assignment |
| Week 6, insert date | Insert topic | Insert reading | Insert assignment |
| Week 7, insert date | Insert topic | Insert reading | Insert assignment |
| Week 8, insert date | Insert topic | Insert reading | Insert assignment |
| Week 9, insert date | Insert topic | Insert reading | Insert assignment |
| Week 10, insert date | Insert topic | Insert reading | Insert assignment |
| Week 11, insert date | Insert topic | Insert reading | Insert assignment |
| Week 12, insert date | Insert topic | Insert reading | Insert assignment |
| Week 13, insert date | Insert topic | Insert reading | Insert assignment |
| Week 14, insert date | Insert topic | Insert reading | Insert assignment |
| Week 15, insert date | Insert topic | Insert reading | Insert assignment |