

CLASS SYLLABUS

The purpose of the class syllabus is to clearly describe the content and operation of the class so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

Every class section will have a syllabus written and distributed to each student.

Instructors may design their own syllabus format and add information unique to their area, but all syllabi will contain the following minimum information:

1. Instructor Information
 - Office Hours/Office Location
 - Telephone Extension
 - Email Address

2. Course Outline
 - Course Title and Number
 - Credits
 - Course Description

Student Learning Outcomes

Indicate what the ***student should be able to do, know, demonstrate, understand, apply, etc.*** as a result of the successful completion of the course learning activities. Use ***student-centered action verbs such as : demonstrate, evaluate, apply, perform , use, summarize, explain, etc.*** Use the phrase “ ***Upon successful completion of this course, the student should be able to...***”

EXAMPLE:

Upon successful completion of this course, the student should be able to accurately perform fillet welds and groove welds using shielded-metal arc welding techniques...”

Upon successful completion if this course, the student should be able to explain three common attributes of a dysfunctional family.

Course Objectives: Indicate ***teacher-centered activity*** within the course; what you, the instructor, hope to accomplish/teach/cover.

Use ***teacher-centered*** action verbs such as: present, discuss, demonstrate, foster, explore, teach, etc.

EXAMPLE:

Foster an appreciation of the several forms of American jazz.

Introduce the student to methods of scientific investigation, analysis and graphical presentation of data.

Required Text or Readings

Major Topic Outline

3. Grading Methods & How Grades are Determined
 - Attendance Requirements and Relation to Grade
 - Tests Scheduled and Relation to Grade
 - Assignments and Relation to Grade
 - Other Student Performance Standards
 - Web Advisor/Access to Grades

4. Other Optional Information
 - Safety Precautions
 - Calendar Updates
 - Academic Dishonesty Rules
 - Disabled Student Services (model statements for referral are available on the DSS website.)