**De Anza College Academic Senate**

**Model Syllabus-- (June , 2011)**

**1. Basic Information**

* De Anza College, course, course section number, and course title
* Quarter and year
* Days, time, and location
* Instructor name, phone number, electronic mail address, and office location
* Office hours
* Advisories, prerequisites, and /or corequisites
* Required and recommended texts and materials
* Attendance/on time policy
* Accessibility for students with disabilities appropriate to the discipline, specific course and course materials, and location of the class section

**2. Goals for Students in the Course**

 *This can be taken from the Course Objectives on the Course Outline and the Student Learning Outcomes for the course. Make language student friendly. Here is an example from an ESL reading course:*

The Goals of This Course

By the end of this course, you will be able to read and

* understand literal and inferred meaning in academic material and fiction;
* identify organization and style;
* identify main and supporting ideas;
* use academic vocabulary correctly;
* write a summary;
* identify literary techniques used in fiction.

# 3. Grading Criteria

Include points or percentages for coursework and grading scale. Here is an example.

|  |  |
| --- | --- |
| **Coursework** | **Points** |
| Writing Assignments | 30 |
| Homework  | 10 |
| Quizzes | 10 |
| Midterm | 25 |
| Final | 25 |
| Total | 100 |

**Grading Scale**

95-100=A, 90-94=A-, 87-89=B+, 84-86=B, 80-83=B-, 76-79=C+, 70-75=C, 0-69=no pass

**4. Academic Integrity (Three alternate approaches)**

* Approach One – Minimal mention
	+ Sample: I don’t expect you to cheat in this class but, for all your classes, you should be aware of the college Academic Integrity Policy and it’s consequences for students.
* Approach Two – Policy and definition
	+ Reference the college policy on academic integrity and the faculty member’s responsibility to report incidents
	+ Definition of what constitutes academic dishonesty
	+ Sample: Academic dishonesty regarding tests in this class is defined as using resources not made available by me to everyone in the class during the testing time. Academic dishonesty includes plagiarism. (Instructor adds definition of plagiarism as desired.)
* Approach Three – Policy, definition, and consequences
	+ Reference to the college policy on academic integrity and the faculty member’s responsibility to report incidents
	+ Definition of what constitutes academic dishonesty
	+ Linking specific consequences to specific dishonest actions up to and including a failing grade on the assignment or test in question.
* Note: The college follows the legal opinion set forth by the California Community Colleges’ legal department which limits the consequences of an act of academic dishonesty to a failing grade on the activity, assignment, or test involved.

# 5. Disruptive Behavior

The college will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting the class may be asked to leave that class. Administrative follow-up may result.

**6. Extra Help and Support**

 List support services and facilities that can help students succeed. Your list can include both college-wide support and/or support specific to your course. Here is an example:

Take advantage of these free support services!

* Writing and Reading Center in AT 309
* Listening and Speaking Center in AT 304
* Math, Sciences and Technology Resource Center in S43
* Academic Skills Center in AT 302
* General Subject Tutoring in AT 305
* Disability Support Services in SCS 141

**7. Late Assignments**

Possibilities include:

* Points deducted or grade lowering depend on number of days late
* Not accepted after deadline
* Point at which late assignment value equals 0

**8. Schedule of Topics, Coursework and Exams** – daily or weekly schedule recommended

**9. Final Exam and Other Important Dates**

* Final exam for this course…
* Last day to add quarter length classes…
* Last day to drop for a refund (out of state and foreign students)…
* Last day to drop for a refund (resident students)…
* Last day to drop a class with no record of grade…
* Last day to request a class be changed to Pass/No Pass…
* Last day to drop with a “W”…
* College closed *(add names of holidays)*…