

NORTHWEST COLLEGE GUIDELINES FOR COURSE SYLLABI

Essential Elements

1. Name and contact information for primary faculty member
2. Catalog course description
3. Relevant program-specific outcomes and additional course-specific outcomes ¹
4. Course content and format
5. Official course title, number, section(s) and credit hours
6. Semester and year
7. Date and time of final meeting/exam
8. Explanation of how outcomes will be evaluated
9. Grading policy
10. Warnings on sensitive material ²
11. ADA Statement ³
12. Statement on consequences for academic dishonesty or reference to *Student Handbook* policies and procedures
13. Explanation of how to drop the class⁴

Essential - If Applicable

1. Office address and phone number
2. Office hours
3. Expanded Course Description (if different from catalog description) ⁵
4. Other materials or activities that are required for the class
5. Required textbooks and optional readings
6. Required fees
7. Make-up work policy
8. Any other individual requirements, practices or policies which affect the content or grading of the course
9. General education outcomes (see Sample Outcomes Grid for syllabus on the Intranet)

Very Useful Items

1. Daily or weekly schedule of work, including dates of major assignments or tests
2. Suggested readings
3. Deadlines for major assignments
4. Topic outline
5. Suggested outside activities
6. Time and place the course is offered
7. Faculty email address
8. Faculty home phone
9. Attendance Policy, including what you count as an excused absence ⁶ (See College policy or specify own requirements.)
10. Student behavior standards, including use of cell phones and prevention of wireless technology as a tool for cheating.
11. Policy on incompletes and late work.
12. Referral information for the Tutoring Center ⁷ and/or www.smarthinking.com (on-line tutoring), Student Success Programs, Project Succeed, Library, Math Tutoring Center and/or Writing Center.
13. If capstone course, briefly explain the purpose of required courses. Refer students to the All-College Outcomes so they understand what is being assessed.

¹ Use program-specific outcomes as agreed to by program faculty and approved by Curriculum Committee.

² Warn students about any material which they might find offensive to their personal values such as portrayals of nudity, rough language, violence, sexual behavior, religious examples etc. In this way, you have given the students fair warning and a chance to alter their schedules during the drop/add period. Such warnings are not necessary for paradigms or theories which our society finds controversial, such as evolution or communism.

³ Syllabi must include this ADA statement:

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the students' responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related, or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the lower level of Colter Hall. (For electronic copy, see http://www.northwestcollege.edu/intranet/academic_affairs/)

⁴ For a variety of reasons, this class may no longer meet your needs. If that should happen, you must officially drop or withdraw from the class. **ONLY YOU CAN INITIATE THIS PROCESS.** The student is the only person who understands how dropping will affect their program of study. If you are not officially removed from the class, an "F" will be given. In order to drop the class, go to the Admissions Office (in ORB 100), and complete the appropriate form. A class cannot be dropped until seven days after the start of the term. Withdrawal from a class cannot occur until five days after midterm.

⁵ The course description must agree with the *Northwest College Catalog* description. Suggestions: expand upon the course description to reflect your understanding of the course, list topics you will cover in the course, identify any special emphasis, and offer a rationale for the importance of the course. It may be helpful to talk to other faculty teaching the same course and the next more advanced course (if applicable) to ensure you are in basic agreement concerning the course's content, requirements, standards, etc.

⁶ Northwest College has an attendance policy: one clock hour of unexcused absence for each credit offered (for example, a three credit course equals three clock hours of unexcused absences allowed). After the allowed absences have been taken, the instructor has the prerogative to reduce the student's grade by one grade per absence beyond the number allowed.

Students who miss class while officially representing the college are directly responsible for seeing that all assignments, written lessons, labs, quizzes, tests, and exams are made up promptly. Such authorized absences merely give the individual who missed the class an opportunity to make up the work and in no way excuse the student from work required by the instructor.

⁷ A free tutoring service is available on campus to all NWC students through the Tutoring Center. For more information, encourage students to contact the instructor or Tutoring Specialist Carol Zawacki at 754-6137. Tutoring in mathematics and writing is also available through the Math Tutoring Center and the Writing Center.