

SYLLABUS CHECK SHEET - INSTRUCTIONS

COURSE SYLLABUS CHECK SHEET

REQUIRED COMPONENTS

- _____ Department – Science (*suggested*)
- _____ Course prefix and #, CRN #, course name
- _____ Days of week class held and times (*suggested*)
- _____ Instructor's Name
- _____ Office Number (full-time only)
- _____ Office hours (full-time only)
- _____ Telephone - Adjuncts should indicate how and when they may be contacted. This may be phone or email contact.
- _____ Email Address- Adjuncts should indicate how and when they may be contacted. This may be phone or email contact. *Adjuncts MUST use Atlas email for all communication to students.*
- _____ Web Page – if applicable
- _____ Course description (from catalog) including credit hours and prerequisites and or corequisites <http://www.valenciacc.edu/catalog/>
- _____ Text and Materials Required
- _____ Evaluation process – should include evaluation process and grade standards
- _____ Attendance policy
- _____ “W” policy
- _____ Final exam policy
- _____ Faculty specific cheating policy (*suggested*)
- _____ Make-up policy
- _____ Important Dates (withdrawl deadline to receive a “W” and Final Exam)
- _____ Tentative schedule - It does not have to be extremely detailed (although it certainly may be as detailed as the instructor would like), but should give an indication of time spent on various topics.
- _____ Disclaimer statement
- _____ Students with Disabilities
- _____ Academic Honesty
- _____ Expected Student Conduct
- _____ Valencia Student Core Competencies
- _____ Computer/Equipment Use Policy
- _____ Special Rules

- Your syllabus is a crucial contract between you and the student. If there is a policy you want to enforce it must be clearly stated in your syllabus.
- If you use an attendance policy it must be clearly stated “you will be withdrawn if you miss X# of classes”.
- Every faculty member must take class roll for every class.

Withdrawal policy and final exam policy

- Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”
- Faculty can determine if the final exam is REQUIRED or not. **Options** (choose one method):
 1. Final is required and any student not taking final will receive a grade of F. (This is the same as the old policy).
 2. Students not taking exam will receive 0 for points for that assignment, and the 0 will be averaged in as part of final grade.
 3. Exam may be one of several assessments, and students may have option of dropping lowest one.(NOTE: Final is required to be given in all of above cases, only option is whether student opts to take it for cases 2 and 3).
- Joe has put together some **suggested language** for each of the options above. You can wordsmith his language, but make sure it is crystal-clear to students. I will be returning some of the syllabi that have been submitted, as the exam phrasing is not clear enough.
 - A. The final examination in this course is MANDATORY. Any student not completing the exam will receive a grade of F for the course.
 - B. The final examination in this course is worth _____ points. Any student not completing the examination will receive 0 of those possible points, and this will impact the final average in the course.
 - C. There are ___ tests plus the final examination in this course. Students may drop the one lowest grade of these assessments. Please note, if the final exam is not taken, then all prior assessment grades (including the final exam) will count toward the final grade, even if one of these was not a passing grade.