

SYLLABUS STANDARDS

This is intended to provide guidance to faculty in the preparation of course syllabi. The standards presented here are specific enough to improve consistency in communication across the College, yet general enough for faculty to be able to create individualized course syllabi within the parameters of the course outline of record (COR). Most items/topics listed in this document are required of syllabi, although items listed in italics are only recommended. There are courses for which some of these syllabus items do not apply (e.g., textbook information for an activity course) and, as such, it is assumed that the instructor will include items as applicable.

1. General class information
 - a. Recommended Title for Document – Sample: MATH101 – SYLLABUS
 - b. Class name
 - c. Class meeting times/days
 - d. Class meeting location(s)
 - e. Instructor name
 - f. Instructor phone number (required for full-time faculty, recommended for associate faculty)
 - g. Instructor email
 - h. Instructor office location
 - i. Office hours (required for full-time faculty, recommended for associate faculty)
2. Course content and outcomes
 - a. Course description per COR
 - b. Student learning outcomes per COR
 - c. Textbook information, including ISBN and reference to availability at campus bookstore
 - d. *Other course materials as appropriate, this may include technological requirements*
 - e. *Course transfer/articulation information*
3. Course policies
 - a. Attendance/drop (note: in most cases attendance cannot directly affect student grades)
 - b. Academic honesty
 - c. Late assignments
 - d. Class etiquette
 - i. Sample language: Class begins promptly at 10:00 a.m. on Mondays, Wednesdays, and Fridays. Out of courtesy to your classmates, you are expected to be in class on time. Tardiness and leaving early will count as absences. During the class period, you will be expected to participate fully, and respect your classmates, guest speakers, and myself. If your behavior is disruptive, I will ask you to leave the class for the remainder of the period: this will count as an unexcused absence.
 - e. Respect for diverse perspectives
 - i. Sample language: FRC is committed to creating an environment free of discrimination and promoting the safety of all individuals on campus. The goal of a safe learning environment in this class is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin (ethnicity), religion, sexual orientation, gender expression, disability, or veteran status and to prevent sexual harassment, sexual assault, or bullying. A safe learning environment also means that a student should not fear retaliation if they express concerns or report a violation of this policy to the instructor.
 - f. Use of electronic devices
 - i. Sample language: Use of electronic devices during class for personal reasons is disrespectful and distracting. If I see you texting during class you will be considered absent and will be asked to leave class. Quietly step out of the classroom if you must answer a call, text, or get your electronic fix. Use of laptop computers for taking notes and working on class material may be considered, but abuse of these privileges may result in the banning of all laptops from the classroom. Laptop users must sit in the first two rows of the classroom. Charge your computer before class to ensure compliance. Repeat violations of this policy may result in an administrative drop.

- g. *Protocol for corresponding with instructor*
 - h. *Accommodations for students with disabilities, including reference to DSPTS*
 - i. Sample language: Please bring me your official documentation for any required accommodations. See Disabilities Support Program for Students at <https://www.frc.edu/dsps/index>
4. Course structure and assignments
- a. Course topics, both lecture and lab as applicable
 - b. If applicable, addresses and passwords for online course resources and/or the Learning Management System, e.g., Moodle. Include information about any technical requirements such as the installation of applications (Skype, e-text readers, or textbook supplied software).
 - c. Grading policy
 - d. Broad description of assignments and significant course components (*may include assigned readings and location of these readings, due dates, etc.*)
5. Other
- a. *Policies more directly related to students:*
<http://www.frc.edu/student-services/student-policies>
*“In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking and specify that this violence occurred while you were an FRC student, federal and state education laws require that, as your instructor, I notify the Chief Student Services Officer, **Carlie McCarthy**. She will contact you to let you know about accommodations and support services at FRC and possibilities for holding accountable the person who harmed you.*
If you do not want the Chief Student Services Officer notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and discuss options for holding the perpetrator accountable.
Mental Health and Wellness Center, Nick Maez, at Ext. 234 or Ext. 205
Monica Potter, LPCC - Extended Opportunity Program & Services Counselor, Ext. 354
Plumas District Hospital Emergency Room - 530-283-7111
Plumas County Mental Health - 530-283-6307
Plumas County Intervention and Resource Center - 530-283-5515 or 1-877-332-2754
FRC recommends the phone application of My3 – available for free in the Apple App Store and Google Play: <http://my3app.org/>. This app is a safety plan which links you to a network of three people (of your choice) for support and intervention should you have thoughts of suicide.

(Established and approved by the Council on Instruction: October 2012, Revised November 2015, July 2018, December 2018, July 2019.)

NOMENCLATURE REQUIREMENT

The following nomenclature is a sample on how we need you to label/name/SAVE AS on your document/s. Please also use similar nomenclature in the **“Subject” line of the email** when emailing the document/s to vjaquez@frc.edu Thank you!

COURSE NAME#-CRN COURSE NAME TERM YOUR LAST NAME

An example: **GEOL102-7052_PHYS GEOL SYLLABUS SP19_LERCH**

If you have more than one syllabus to submit, please send them **ALL in one email** with nomenclature in the “Subject” line of your email as follows...

COURSE NAME/S#_SYLLABI TERM YOUR LAST NAME

ENGL101, 102, 103, 104, HUMN101_SYLLABI SP19_LERCH