

The Academic Standards and Practice Committee has been asked to develop a “Best Practice” for a Course Syllabus. In keeping with the requirements of our Faculty Handbook under “Course Expectations of Students”, our committee has drafted a guideline for preparing a syllabus.

GUIDELINES FOR WRITING A SYLLABUS

Course Information:

- Course Title, Number and Section
- Credit Hours
- Prerequisites/Faculty permission required?
- Class location, days and hours (class, lab, seminar, clinical, etc.)
- Refer to Course Outline of Record*

*To obtain a copy or a course outline, please use the following website:
<http://webcms.napavalley.edu/>

Instructor Information:

- Name and title
- Office location
- Office telephone number
- Office hours
- E-mail address
- Emergency contact information (may be department/division office number)
- If home telephone number is used, may include appropriate times to call/restrictions, etc.

Student Materials

- Textbooks-required and recommended
 - Include title, author, date, edition, publisher, cost, and where available
- Supplementary reading(s)
 - Required and recommended
 - Available where? Reserved in library, must be purchased, handout, etc.
- Supplies
 - Required and optional
 - Laboratory or safety equipment, art materials, disks, calculators, blue books, etc
- Computer resources

Course Description/Objectives

- Refer to Course Outline of Record*

*To obtain a copy or a course outline, please use the following website:

~~<http://webcms.napavalley.edu/>~~ <http://www.curricunet.com/napa/index.cfm>

- May include course description from the college catalog otherwise a general content of the course
- Student Learning Outcomes
- Course goals
- Instructional methods
 - Lecture, small group discussion, seminar, etc.

Course Calendar/Schedule

- If available/Tentative
- Daily/weekly/monthly
- Topics
- Exams, quizzes, due dates for assignments, required activities etc.

Course Policies

- Evaluation/Grading Criteria
 - Include grading scale
 - Define how tests, quizzes, assignments, midterm, final, and etc. will be weighed
- Class participation-include how it will be graded
- Academic Honesty Policy (refer to college catalog)
- Missed Quizzes/Tests/Assignments/other requirements (lab, clinical)
- Attendance/Drop Policy/Tardies
- Lab safety/clinical requirements
- Cell Phones/Beepers
- Special Student Services Information*
- Food/Drink in Classroom
- Environmental Illness**
- Children in Classroom
- Student Conduct/Classroom Protocol

Information taken from Altman, H.B. (1992, September). Writing A Syllabus. Idea Paper No. 27. Center for Faculty Evaluation & Development. 71-73.

***Sample Language:**

Students in need of accommodations in the college learning environment:

Any student who feels s/he may need an accommodation based on the impact of a learning disability should contact Diagnostic Learning Services in the 1760 building to schedule an appointment with a Learning Disabilities Specialist.

If you need accommodations for physical or other types of disabilities, schedule an appointment with Sheryl Fernandez of the Counseling Department located in the Administration building.

Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.

Authorization from Special Services is required before any accommodation can be made. They are located in the Administration Building, Room 1339E and can be reached at 253-3080

****Sample Language:**

Some NVC students, staff, and faculty are seriously impaired by environmental illness or Immune Dysfunction Syndrome. They can experience breathing problems, headaches, sudden fatigue, mood swings, or memory lapses when exposed to perfumes, soaps, scented sprays or lotions, chemicals, tobacco smoke, or dust. Your sensitivity to the problem is extremely important. By minimizing the use of strongly scented soaps, perfumes, and other products, we can help those affected.