Class Syllabus Policy

Instructors should review course objectives and expectations with their students. A written copy of the course syllabus should be provided on paper or electronically to students by the second class meeting. Course level student learning outcomes should be published in all course syllabi. Where appropriate, course level student learning outcomes should be cross-referenced to professional-technical program or core abilities outcomes.

A sample syllabus template follows this Policy. Many but not all of the items in this sample are optional. Syllabi must contain course-level learning outcomes and may contain the range of potential assessment tools used, such as exams, lab or studio work, homework, portfolios, etc. However, because instructors sometimes need to adapt assignments and assessments to their students’ capabilities or needs, i.e., disability accommodation, days lost to required military service, it is not always possible to list one-to-one correspondence between course outcomes and assessment methods in advance.

Examples of course syllabi developed by Olympic College faculty are on file in division offices. Instructors who need assistance with developing a course syllabus may contact their division office or The Center for Teaching and Learning. LibGuides are available on the Library’s Faculty page.¹

2.C.2 The institution identifies and publishes expected course, program, and degree learning outcomes. Expected student learning outcomes for courses, wherever offered and however delivered, are provided in written form to enrolled students.

--The Northwest Commission on Colleges and Universities (NWCCU)

Accreditation Standards (2010)

¹ http://libguides.olympic.edu/content.php?pid=210160
Syllabus Template

1. Course Information
   a. Title of Course
   b. Item number, section, quarter, time, location and credit hours
   c. Pre-requisite (if any)
2. Instructor Information
   a. Name and Title
   b. Office location, office phone number and e-mail address (We recommend that you NOT give students your home phone number).
3. Texts, Materials, Readings and Resources
   a. Textbooks (titles, authors, editions)
   b. Readings or other resources such as videos, CD ROM, etc. (titles, required or optional, where to locate the resources), other electronic resources (Web sites, listserv, newsgroup, etc.)
4. Course Description
   a. General description of the course
   b. Instructional methods (lecture, group discussion, Socratic, didactic, etc.)
   c. General education requirements met by course
5. Course Specific Learning Outcomes
   a. Course objectives
   b. For each course-specific outcome, list assignment(s) that may be used to assess these outcomes, e.g., exams, lab or studio work, homework, portfolios, etc.
   c. Does this course contribute to learning any of the Core Abilities? If so, list which one(s).
6. Course Policies
   a. Attendance/tardiness policy
   b. Class participation policy
   c. Missed exams or assignments policy
   d. Academic honesty policy
   e. Plagiarism/Cheating policy
7. Accommodation Statement and Access Services Information. A simple disability statement on your syllabus does several things:
   a. Promotes awareness of available services by directing students to appropriate campus resources;
   b. Communicates your interest in the success of your students with disabilities and your commitment to provide reasonable accommodations;
   c. Normalizes the accommodation process by incorporating it as an element of the course.
   d. Please feel free to use or adapt the following statement: “Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Access Services office in HSS 204 or by phone at (360) 475-7540. More information is available on their website www.olympic.edu/AccessServices. ”
   e. (If you are teaching at a satellite campus or via ITV, the contact information for the Shelton campus for Access services is the front desk at 360-432-5400 and 360-475-7543 for TTY. At Poulsbo, contact the director’s office at (360) 394-2702. These sites can put the students through to Access Services.)
8. Requirements: Assessments, Assignments and Grading
   a. Factors included in grade (how it is assessed and weighted)
   b. Grading scale

   Students are expected to treat faculty, staff, and other students with respect at all times.

2 http://www.olympic.edu/Students/DegreesCertificates/coreAbilities.htm