What Goes in a Syllabus?

**Essential information about the instructor**
- Name, office location, office telephone number, email address, and website address (if there is one)
- Office hours
- Teaching schedule (not absolutely necessary, but a good idea. It makes you easier to find when students need to see you).

**Essential information about the course**
- Name, section number, semester, day/time of the course and room location
- Course description, prerequisites or corequisites, and course competencies, *exactly* as listed in the most recent campus catalog. If the course has undergone curricular changes that are not reflected in the catalog, the description and competencies should be taken from the curriculum action request form. Contact your department chair to verify the accuracy of the information in the catalog.
- It is helpful to Indicate which of the General Education Skills Standards are addressed in your courses.
- Required and recommended texts, and other required supplies.

**Course policies**
- Your policies as they relate to attendance, late assignments, make up tests, extra credit (if it’s offered), and any other factor that may affect how students’ grades are determined.
- Grading: the number of tests/assignments and their points or relative weight, the total number of points for the semester and how final letter grades will be determined
- A note about “participation”: If you give points or grades for class participation, please let the students know exactly and specifically what counts as participation and have some way of documenting the participation. When questions arise about final grades, a teacher should be able to explain exactly how the student earned her/his grade.
Disability access statements
- See if your college has particular wording and contact information you should use. Here is a sample:

  Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you do have a disability and have not disclosed the nature of your disability and the support you need, you are invited to contact the Special Student Services Office, XXX-XXXX.

  These and all other course materials are available in alternative formats.

**Institutional or other policies that affect the classroom** (students can be referred to the Catalog, if you don’t want to include the details).
- Plagiarism (sample)

  As a college student, you are expected to behave **honorably**. Of particular importance in a writing class, you must understand that plagiarism is the act of using someone else’s ideas or writing and passing it off as your own. This is considered a serious crime at all colleges. In this class you will learn how to incorporate the thoughts and words of others into your work in a way that gives credit where credit is due, using quotation, paraphrase, and academic citation.

  - **Student conduct code** (sample)
  - A college campus is a community with specific behavior expectations designed to allow all students, faculty, and staff to flourish. Please familiarize yourself with KCC’s Student Conduct Code in the course catalog. You should know your rights and responsibilities on campus. The Student Conduct Code describes specific campus policies related to: drug and alcohol use, smoking, weapons, sexual harassment and sexual assault, academic honesty, nondiscrimination, and family privacy.
  - In all campus environments, Disruptive Behavior will not be tolerated. **This means:** any speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment.

  - Other Classroom policies that relate to behavior such as cell phones, laptops, and other electronic devices.

**Overview of the course**
- Topics covered
- Explanation of the kinds of assignments/tests students will complete