

Required Course Syllabus Component Checklist

As the official learning plan for the course, the syllabus must provide comprehensive information about learning outcomes, learning activities, course operations, assessment requirements, and support services.

The following minimum components must be included in every course syllabus:

1. Course Identification and Introduction

- Course title
- Prefix and number
- Credit hours
- Course description
- Prerequisite(s)/ Co-requisite(s)
- Course purpose

2. Instructor Contact and Communication Information

- Instructor name
- Office location
- Office hours (required of full-time faculty; adjuncts state times available)
- E-mail address
- Timeframe to return emails to students
(For example... *I will do my best to return e-mails within 24-48 hours of normal business hours.*)
- Classroom location
- Web site address (if applicable)

3. Course Outline Specifications

- Learning outcomes (directly from approved course outline)
- Course content (directly from approved course outline)

4. Assessment / Grading Measures (must correlate to the learning outcomes)

5. Grading Criteria

- Specify all graded learning assessments
- Indicate grading criteria for each learning assessment
- Specify overall criteria for assigning a course grade
- Grading Options:
A - F
S / U (*Note: General Education courses may NOT use this option*)
- Timeframe to return assignments
(For example... *I will do my best to return graded / corrected work assignments within 48-72 hours of normal business hours after the scheduled due date. If you have questions regarding a discussion or assignment, please contact me prior to the due date so your question can be answered in a timely manner.*)

6. Textbook, Software, Supplies, Equipment and Tools

- Required textbooks or software packages student must purchase
- Supplies, Equipment, Tools the student must purchase

7. Instructor Procedures and Institution Policies

Student E-mail & YC Portal

Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar'. In the best interest of effective communications management, this address will reside on the College maintained e-mail system. The new student email system at Yavapai College is based on Microsoft Outlook Web Access (OWA), accessed the system by clicking on the email icon in the *myYC* portal.

Students are expected to check their Yavapai College e-mail account as directed by their instructor. If you need assistance, go to <http://www.yc.edu/content/myyc/emailinfo.htm>. Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location.

All Yavapai College students will be required to use the *myYC* Portal to register, add, or drop classes online at <http://my.yc.edu/>. First-time students will create a log-on username and password. Returning students will register and use the *myYC* Portal as well.

Attendance

Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor. A student who does not adhere to instructor and College attendance requirements may be dropped from the course as defined in the Yavapai College General Catalog.

Course withdrawal

- After the drop/add period closes, students may withdraw until the deadline for student-initiated withdrawals. Withdrawals result in a "W" on the permanent transcript. **Refer to the Academic Calendar for dates.**
 - All regular (15 week) semester classes - Last day to drop – (Add Date)
 - Short classes (5-8 weeks) Last day to drop – 6th day after displayed start date
 - Last Day for Student-initiated withdrawal – (Add Date)
- Instructors may drop students up to a week before the end of the semester. A "Y" is noted on the permanent transcript for an administrative withdrawal. More information can be obtained from the Admissions & Registration Office

Academic integrity

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's "Code of Conduct." Failure to abide by the terms and conditions of the "Code of Conduct" will result in disciplinary action, up to and including dismissal from the College. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College General Catalog.

Student code of conduct

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The "Student Code of Conduct" outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.

Internet Downloading

Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.

Disability support services

Yavapai College is committed to providing educational support services to students with documented disabilities. Academic support services or accommodations for mobility impaired students must be arranged through the ADA Coordinator (Prescott Campus: 928.776.2079 or Verde Valley Campus: 928.634.6563).

Cell phone and pager

Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers must be used outside these facilities. *[Insert your guidelines on texting in class]*

Drug Free Environment

Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.

Tobacco Use

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.

In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.

8. Other Instructor Procedures (as applicable)

9. Student Support Services (as applicable)

- Library services
- Learning resource center & Tutoring
- Open laboratory hours
- Online resources and services

10. Course Calendar or General Plan of Class Meetings

- Dates of class meetings
- Dates of learning activities
- Due dates for learning assessments
- Assignments to complete prior to class meetings
- Topics, content areas, or learning outcomes

11. Presentation

- Positive, constructive and professional tone
- Easy to read
- Thoughtful organization
- Visually appealing