

dishonest use of another's work on any paper presented in connection with a program of study as well as any case of cheating or collusion.

5.0050 FIELD TRIPS

Instructors planning field trips must make complete arrangements with appropriate administrators. The Student Services Office and the Business Office should receive written notification of any proposed trip out of town and a list of names of faculty and students who are going. Emergency phone numbers and itinerary should be provided to both offices. All persons riding in a college-owned vehicle on a college sponsored trip must sign release of liability forms.

VI.6.0000 AMENDMENTS TO FACULTY POLICY

6.0010 AMENDING POLICY

In as much as it is not possible to foresee every circumstance the faculty policy was designed to anticipate allowance should be made for amending the handbook as experience suggests.

- .01 Faculty members or the members of the administration may submit a recommendation for amendment of the handbook to the governance/Administrative Committee.
- .02 Should the President approve of the recommendation it will be submitted to the Board of Directors.
- .03 Amendments and suggestions for improvement of the handbook may be presented to the Board of Directors annually at the spring quarterly meeting.

VI.7.0000 COURSE SYLLABUS GUIDELINES

7.0010 TITLE PAGE

The title page should include the following information:

- .01 Instructor's Name
- .02 name of the Community College
- .03 Catalog Number and Title of Course
- .04 Credit Hours (Hours of lecture- recitation, hours of lab)
- .05 Prerequisites/Co-requisites
- .06 Office Room Number/ Office Phone Number
- .07 Office Hours
- .08 Date the Syllabus was prepared
- .09 Course Meeting Time
- .10 Brief citation of text; approximate reading level (Fry Readability)

7.0020 CATALOG DESCRIPTION

Copy the course description exactly as written in the current college catalog.

7.0030 RATIONALE

This section explains why the student should take the course and also for whom the course is intended.

7.0040 COURSE GOALS

This section is designed to inform the student on broad general terms what the student and the instruction is expected to accomplish. The course goals define the general outcome desired. The goal statement should be broken into three areas: (1) Knowledge, (2) Skills (if appropriate), and (3) Attitudes.

The knowledge section should include these concepts, definitions, facts, and information that the students should recall or recognize. The skills sections include activities that a student should be able to perform at the end of the course. The attitude section should list desired attitudes that the student should acquire.

7.0050 MATERIALS OF INSTRUCTION

This section of the syllabus includes a list of required texts and manuals. The texts and manuals should list the author, title, publisher, date, and where the student may obtain it. A bibliography of library materials and a list of audio-visuals should also be included.

7.0060 REQUIREMENTS

This section indicates what the student must do in the course to receive a specific grade. Method of evaluation is of great concern to most students. The instructor states exactly what the student is expected to do to receive a specific grade. Whatever the method of evaluation, the instructor should explain the method in detail so the student understands how the final grade will be determined.

7.0070 METHOD OF INSTRUCTION

This section indicates the type or types of instructional methods that will be available to the students to assist him/her in meeting specific objectives of the course. The syllabus should state if the course is to be self-paced, lecture, competency-based, or some other method. Will there be tutors, audio-visual, study labs, field trips or some other assistance? These questions should be answered here.

7.0080 ATTENDANCE AND PARTICIPATION

In this section the instructor may wish to refer the student to the attendance policy of the college. If the instructor has a different policy on attendance, it should be stated in this section.

7.0090 CLASS PROCEDURES

Many instructors desire students to follow specified procedures and policies regarding the style of written assignments, retention of corrected papers, acceptance of late assignments, methods of contacting the instructor out of the class and other procedures.

7.0100 COURSE UNITS

An outline of the content of the course is beneficial to all those who use the syllabus. The outline need be no more than a series of descriptive phrases in chronological order. If the instructor wishes, a tentative outline of the course may be included.

7.0110 STATEMENT ON CULTURAL CONTENT OR METHODS IN COURSE**7.0120 STATEMENT ON ACADEMIC HONESTY**

Students are expected to maintain scholastic honesty. Scholastic dishonesty includes but is not limited to cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to act personally. Instructors will report action to the Dean of Academic Programs. A student has the right to appeal the instructors' action in accordance with the student appeal policy.

7.0130 ASSESSMENT

If this is a capstone course included in the assessment plan, include the assessment of learning objectives that students will be required to demonstrate.