

**Please note: Before tailoring this document to your own needs, save it on your computer, and exit the version you have found here. Then, you can delete this message, the directions and suggestions embedded in the syllabus below as you go, replacing them with your own information. Additionally, please understand that the document below was produced using the tables function in MSWord and removing the borders. As you work on your own version, you might find it useful to make the borders visible while working and then to remove them before printing or posting online. If you have trouble with the Tables borders functions, please call the Help Desk at 398-1264.**

### **Course Syllabus**

[The document the teacher hands out to the student]

<b>Fall 2009</b>	[Update info a left each term. Keep a copy in your records for at least 7 years. You'll be surprised how often students call years after a course needing information from your syllabus for transfer and job requirements. For this reason, departments will request copies of your syllabi when/if your employment with Kirkwood terminates.]
<b>Course Title</b>	[List the official title of the course]
<b>Catalog Number</b>	[List the official catalog number of the course]
<b>Section Number</b>	[List the specific section number]
<b>When &amp; Where</b>	[List days, times, classroom locations]
<b>Credit hours</b>	[Indicate the number of credit hours for the course]
<b>Course description</b>	[List the official description of the course as it appears in the college catalog and/or other printed information. You may describe the course in other ways later in the document if you need or want to.]
<b>Pre-requisites</b>	[If the course has pre-requisites, list them here. If not, delete this line.]

### **Instructor Information**

<b>Name</b>	[Name of instructor(s); academic titles optional]
<b>Contact Information</b>	[List office location, office hours, telephone number, <b>Kirkwood</b> email address. You're only required to provide work related contact information. Whether you provide students with home or mobile phone number, for example, is entirely up to you. It is very important that you provide only that information you will check and respond to. If, for example, you don't read your email, don't give students an email address.]

<b>Other Instructor Information</b>	[A good place for quirky information like when you're easiest to reach, or when you're impossible to get a hold of; the background that suits you to teach this course, etc. For example: <i>You're welcome to telephone me at home as long as you do so before 9:00 p.m. I'll return your messages as soon as I'm able, but I won't do that after 9:00 - unless you ask me to. Please don't depend upon hearing back from me the same day or evening that you call; I don't always spend the night at my house. I return email as soon as possible after reading it, but I don't promise to read it every day, and I never read work related email over the weekend.</i> ]
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### **Policies, Procedures, Materials & Grades**

<b>Course Materials Needed</b>	[List required textbooks, required software, supplemental readings, workbooks, materials, etc. Also tell students whether these should be purchased at the Kirkwood bookstore or somewhere else.]
<b>Attendance Policy</b>	[List clearly and concisely attendance requirements for the course. Avoid such blanket statements as "A failure results from missing class more than ___ times." If missing class will impact the student's grade, say so and explain how and why. For example: <i>You are expected in class each and every time it is scheduled.</i> ]

*Points earned in class through quizzes or reading cards cannot be made up. Thus, multiple absences will indeed affect your grade. College policy dictates that the following also be included in this section of your syllabus:]*

### **Class Attendance and College Sponsored Activities:**

Learning is central to our work at Kirkwood Community College. Faculty design educational experiences to facilitate learning and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students.

Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up depending on the policies of the instructor and the nature of the absence. Absences that result from participation in college sponsored activities\* will be accommodated, subject to the guidelines listed below. For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

\*College Sponsored Activities:

**Students** involved in activities in which they are required to represent the college, i.e. college-sponsored activities, must give written notice to the faculty member at least one week in advance of the absence unless the college's last minute schedule changes make this notice impossible. If regular season athletic schedules have been developed, student participants must present written notice of anticipated absences within the first week of the semester. Failure to provide timely written notice may result in loss of this opportunity.

**Faculty** shall accord students the opportunity to independently make up course work or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The faculty member shall determine alternate exam times and due dates for missed coursework. These assigned dates may be prior to the date of the absence.

**Organizers** (coaches, faculty and staff) of college sponsored activities shall 1) assist students in planning class schedules to minimize the number of absences; 2) inform students of their responsibilities as described above; and 3) provide written communications to faculty announcing and verifying the need for student class absences. Written notices should be provided at the beginning of the semester if the schedule is known, or as soon as possible after the need for a student absence is determined.

\* College sponsored activities (excluding practices) include such events as athletic competitions, student academic competitions and conferences, musical and drama performances, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of this policy should be directed to the Vice-President of Instruction. If anticipated absences for a semester appear to be extraordinarily numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the VP of Instruction.

### **Learning Environment**

[List any behavior expectations of students such as removing ball caps, cell phone/pager tolerance, etc. Here's a common one: *Your cell phone, Blackberry,*

## **Policies**

*and lap top are not welcome in class, not even if they are in your pocket. Please turn off ringers or other noises and leave electronic devices in your backpack unless otherwise requested. If you have a writing difficulty that makes it necessary for you to use a lap top for note taking, please provide an accommodations form from Learning Services.]*

## **Productive Classroom Learning Environment**

[College policy stipulates this section be in every syllabus, verbatim.]

We believe that the best learning takes place in an environment in which faculty and students exhibit trust and mutual respect.

Students promote trust by preparing honest and thoughtful work, and by expecting evaluation based on performance. Faculty promote trust by setting clear guidelines for assignments and evaluations, providing honest feedback, and assigning bias-free grades.

Students show respect by being prepared and attending class on time, by paying attention, contributing to discussions, listening respectfully to others' points of view, meeting deadlines, and striving for their best performance. Faculty show respect through timeliness and preparedness, by taking students seriously, valuing their goals and aspirations, and by providing honest feedback.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

## **Plagiarism Policy**

[Be certain that you understand Kirkwood's plagiarism policy as it may affect the ways you design your courses and assignments. It is college policy that the language below appears verbatim on each syllabus.]

According to Webster, to plagiarize is "to steal or pass off the ideas or words of another as one's own...to use created productions without crediting the source...to commit literary theft...to present as new and original an idea or product derived from an existing source."

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette so that you can demonstrate changes from one document to another, etc.

The inability to authenticate your work, should an instructor request it, is a sufficient ground for failing the assignment.

In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc.

**Americans with Disabilities Act**

[College policy stipulates this notification in the syllabus, verbatim.]  
Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, 2063 Cedar Hall, and provide a written plan of accommodation to instructors prior to the accommodation being provided.

**Learning Outcomes, Objectives, and Course Competencies**

[List here student behaviors that will be taken as evidence for learning specific content in the course. List all appropriate course objectives and where applicable, specific course competencies students will be expected to achieve.]

**Assessment of Student Learning**

[Describe how learning outcomes, objectives and/or competencies of the course will be assessed. Some people list homework assignments, papers, tests, journals, class participation, etc. here as well. Most however, do that at the end of the syllabus.]

**Midterm Grades**

[Instructors should be aware of this college policy! Include the paragraph verbatim in your syllabus.]  
Midterm grades will be posted on EagleNet. The grade will be posted as “A” through “F” or as “S” (satisfactory) or “U” (unsatisfactory). The midterm grade is a grade-in-progress, and will not affect your official GPA, nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.

**Student Evaluation: How final grades are determined**

[List grading criteria indicating such things as points for assignments, papers, tests, journals, class participation, due dates, etc.]

**Grading Scale**

A	You may choose to list here either percentages or point totals required for the student to achieve the grade.	C-
A-		D+
B+		D
B		D-
B-		F+
C+		F
C		FW

FW [You will need to ascertain the 60% date for the term and to include it along with the following language. Please Note: this college policy necessitates that instructors take attendance.]  
This grade has the same negative affect on your grade point as an F. The FW grade indicates a student failed the course because s/he had not attended after the 60% point of the course, and did not officially withdraw by the withdrawal date. This semester, the withdrawal date for this course is \_\_\_\_\_

**Make-up Policies**

[List the guidelines or policies used to make-up any missed test and/or assignment. This might include taking the tests in the Test Center, expected notification of missed tests, obtaining prior approval to miss a test, etc.]

**Drop Date**

[The last day to drop any course is 75% through the course. For the fall, spring and summer semesters, drop dates for courses that run the entire semester are printed on the Academic Calendar. That drop date should be listed here. For those courses that run less than the full semester, be sure to list here the date that corresponds to a 75% point in the course. That drop date needs to be approved by the department administrator and the Registrar. The wording below is recommended:]

Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund. Details of the refund schedule are available from Enrollment Services in 216 Kirkwood Hall. For detailed discussion of drop dates and policies, please read the student handbook.

The last date to drop this class for this term is **NOV. 17, 2009.**

**Final Exam Information**

[This information is available from your department. Please ascertain the appropriate dates and include them in your syllabus.]

Final exams are scheduled during the last week of the term from \_\_\_\_\_ to \_\_\_\_\_. The final exam for this class is scheduled on \_\_\_\_\_ at \_\_\_\_\_.

**Other Information**

[List here any information specific to the course, such as information regarding exposure to hazardous chemicals, biohazard, invasive procedures, performance expectations, weather related late starting times and early closings, etc. It is common for the following language to be included here:]

A complete schedule of reading and writing assignments follows. All assignments should be completed before attending class.

Revised  
4/01  
4/02  
3/03  
12/07  
7/08  
7/09