

Suggested Syllabus Guidelines

- Course: Course title, number and meeting time
- Instructor: Name, office hours and contact information
- Course description: From COR, found in Curricunet
- Student Learning Outcomes (SLOs): From COR, found in Curricunet
- Required materials, texts, equipment and any supplementary readings. Computer resources, especially for online classes.
- Course components and Methods of Evaluation: such as tests, quizzes, homework, readings, projects, term papers, etc... Include dates/times for final exams and as many other due dates as practical.
- Grading standards related to course components. Include specific language regarding missed/late components.
- Attendance and lateness policies and the effect on grades. The college attendance policy is: **“Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.”** Your attendance policy may be more lenient but not more strident.
 - Helpful Info Related to Attendance and Participation
 - Attendance: Title 5 section 55002.a.2.A states, “Attendance is not part of a course subject matter or a discipline-specific skill and therefore may not be separately assessed as part of the course curriculum.”
 - Participation: Title 5 section 55002.a.2.B. states, “In addition, because class participation is one of the ways in which students demonstrate their proficiency with class material, and students who have not attended class have therefore not participated in class discussion, many instructors include “attendance and participation” as a factor in determining a course grade. This aspect of the grading criteria cannot be used to override all others, but it can be factored into a grade, especially if the participation is in part demonstrated by students through the completion of specific in-class activities, assignments, and quizzes.”

- Accommodations. Suggested language:
 - Any student who feels s/he may need an academic adjustment based on the impact of a learning disability should contact Learning Services in the Library room 1766, phone (707)256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.
 - Any student who feels s/he may need an academic adjustment based on the impact of a physical or other types of disabilities, may schedule an appointment with a DSPS Counselor, Tyler Downie, located in Counseling Student Services 1300 building, phone 256-7020 or 256-7345 for an appointment, you will be asked to submit any medical/disability documentation prior to your appointment.
 - All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class and to ensure I received your academic adjustment letter.
 - Note: If you are enrolled in a science class that requires a lab, you must meet with a DSPS Counselor or DSPS Coordinator to determine your academic adjustments and specific needs.
 - Please renew your accommodations at the beginning of every semester.
- Academic Honesty: Check the Office of Student Affairs website for complete Academic Honesty policy. The section on CONSEQUENCES OF ACADEMIC DISHONESTY reads:

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

 - Give a lower or failing grade on the assignment or exam;
 - Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

 - Fail the student from the course;
 - Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Office of Student Services.
- Inclusivity Statement. Suggested language, “In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.”
- Other Course/Campus policies as needed. For example; Lab/Clinical Safety; Classroom Interaction; Expectations for student/student and student/instructor interactions; Physical Classroom expectations, including cell phones, smoking, food, drink, children, etc...
- Right to Revise statement. Include minimum notice that will be given.
- Consider printing the syllabus three-hole punch.