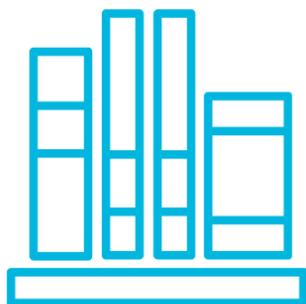




THE VALUE OF A QUALITY SYLLABUS



THE SYLLABUS

A syllabus is a document that contains all of the key items, foundations, and policies related to a class. Traditionally, a syllabus is provided to students on the first day of (or first opportunity in a DE) class. Many faculty call the syllabus a “boilerplate” document in that it indicates clearly to students what is to be expected in a class.

WHY THE SYLLABUS IS IMPORTANT

The syllabus is, perhaps, the single most significant document a student will receive in your class. Not only does the syllabus allow for student success as it indicates clearly what is to be expected in a given class, it protects the faculty member who may experience a grade dispute after a class is taught. Many in the academic world consider the syllabus to be a “contract” for all of the parties involved in a class—the student, instructor, and the institution.



A WATERTIGHT DOCUMENT

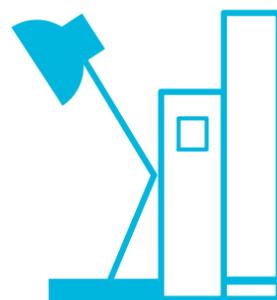


It is impossible to overstate the legal/contractual values of a syllabus. In short, if there is a grade dispute related to your class, you need to be sure that you have put in place all of the necessary foundations that detail things like grades, late work, and assignment requirements. If a class and its instructor is challenged by a student and that same class lacks clarity in terms of these areas, the likelihood of the grade appeal being voted in favor of the student is much higher. A syllabus is about due diligence in terms of our professional and disciplinary standards.

SOME MINIMUM ELEMENTS

Here are some minimum elements to include in a syllabus:

Name and Pertinent Course Information // Instructor
 Contact/Preferred Contact Method // Meeting Information // SLOs
 and Course Objectives // Course Texts or Readings Grading (include requirements with as much detail as possible) // Campus Resources (such as Library, DRC, etc.) // Disability or Learning Accommodations // Policies // Calendar // Safety and Evacuations (F2F class)



EXTENSIVE OR BRIEF?



There are differing opinions as to whether a long or short syllabus is more effective for students. While a long syllabus could be considered dry or overburdensome, a short syllabus could equate with a lack of necessary foundations and policies. In such a scenario, a grade dispute could result in a favorable finding for a student—even if the student has no case—due to the lack of inclusion of policies like plagiarism, late work, and others in the syllabus.

SYLLABUS RESOURCES

Please head to <https://ltcc Teaching and Learning.com/syllabus> to download and immediately use these syllabus resources.



WHAT DO YOU THINK? IS YOUR SYLLABUS WATERTIGHT?