# Suggested Syllabus Guidelines

Course: Course title, number, and meeting time

Instructor: Name, office hours, and contact information

Course description: From COR, found in CourseLeaf

Student Learning Outcomes (SLOs): From COR, found in CourseLeaf

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.

Important dates for the semester: last day to add/drop, last day to withdraw, holidays, etc.

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 stringent. Please note that participation may be graded, but attendance alone should not be the basis for grading.

Accommodations. Suggested language:
- o Any student who feels s/he may need an academic adjustment based on the impact of a learning disability should contact DSPS in the Library, room 1766, phone (707) 256-7345. The department will review your needs and determine appropriate accommodations.
- o 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 in the Library, room 1776 or by calling (707) 256-7345 for an appointment, you will be asked to submit any medical/disability documentation prior to your appointment.
- o 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.
- o Note: If you are enrolled in a science class that requires a lab, you must meet with a DSPS Counselor to determine your academic adjustments and specific needs.
- o 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:
- o Give a lower or failing grade on the assignment or exam;

- o 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:
- o Fail the student from the course;
- o 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.

Policy on AI Use: As some faculty prohibit AI tools for class work while others encourage them, students will find it helpful to know the policy for each class.

Inclusivity Statement.  Suggested language, "In accordance with Napa Valley College Board BP 3430 Prohibition of Harassment, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender identity, gender expression, age, sexual orientation, or military and veteran status 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…

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