**Syllabus Standards**
by the Cuesta College Academic Senate

The Cuesta College Academic Senate requests that faculty refer to this document when creating a course syllabus. The use of this document will assist faculty in adhering to quality standards for student success. In order to comply with these Professional Standards, it is recommended that faculty include the components that are in bold and underlined, using any order, formatting, or word choice as appropriate. Text that is not bold and underlined provides examples and additional information for the instructor for use in syllabus construction. The items with an asterisk may be included in another location, such as a Learning Management System (LMS), but it is advised that a reference to those items be included in the syllabus. Instructors should include additional items as necessary for their course. The Academic Senate also strongly advises instructors to consult with other faculty in the same or similar discipline, as well as others, when creating a syllabus. Remember that this is your contract with the student and the more specific and detailed the syllabus, the better you will be protected in the event of a dispute.

For instructors who use an LMS, website, online homework, online discussion board or other technology, recommended sections are included at the end.

# Course name and CRN#

## Class Information
- Meeting days, times, and location(s)

## Instructor: Include your name

### Contact information
- [Identify how students will be able to locate you by including information such as your,]
- Office number
- Phone
- Email
- Office Hours or location of posted Office Hours
- Instructions for making appointments, if applicable

## Course Description from COR
[Enter the catalogue description for the course.]
[For the official course description and course outline of record please go to CurricUNET:
http://www.curricunet.com/Cuesta/search/course/ ]

## Textbook and Materials
- Textbook name and information
- Supplemental Materials necessary for the class, as applicable. *For example:*
  - Additional software
  - Technology tools outside the LMS: [if you want students to download them, add hyperlinks]. For example,
    - Where to find supplemental material online, in the library, etc.
    - Publisher content
    - Skype
    - Adobe reader

- PPT free Version
  - Additional Supplies for Course

## Student Learning Outcomes*

- [Ideally, the Student Learning Outcomes (SLOs) will be listed on the syllabus, but it is permitted to have a URL to SLOs on a website]
  1. SLO1
  2. SLO2
  3. SLO3 etc.

## Disability Student Programs and Services

- *Sample DSPS wording:* If you have a physical, mental, or learning disability that requires any special accommodation, please contact  Disabled Student Programs and Services as soon as possible to ensure that you receive the accommodations in a timely manner.  I will be happy to discuss and work with you on your need for accommodations.

## College Support Services*

- Tutorial services are provided to students and can be found at the following link: Tutorial Services
- For a list and reference to library services, including learning research and assistance, please follow the link: Library and Learning Resources
- Other campus services (Veteran's services, *etc*)

## Course and Student Expectations (some faculty separate these into different sections)

- [Include student expectations specific for the course.] *For example:*
- Specific attendance policy, Drop policy, Tardy policy
- You may link to the college's drop policy: http://cuesta.edu/student/aboutacad/acad_policies/dropcourse.html)
- If you do not drop students, make it clear that it is the students' responsibility to drop themselves
- Make-up policy
- Late Assignment Policy
- Academic Honesty statement
- Classroom etiquette, such as behavior, cell phone use
- Time expectations for completion of course (how many hours per week?)
- Suggestions for how to succeed in the course (may be in a separate section)

## College Policies*

- *Examples of additional information you may wish to include in this section:*
- Follow this link for General Campus Policies  (including: Withdrawal, Repeatability, Student Code of Conduct)
- Board Policy Student Conduct Code and Technology Agreement
- College Plagiarism and Academic Honesty Policy

## Grading Policy and Assignment Expectations

- Instructor grading policy
- Description of grading elements and weighting of each
- Timeline for assignment feedback
- Submission Policy (how will students submit assignments)
- List of Course Assignments

## Course Calendar*

Provide a calendar of assignments (EX. Assignment Sheet) or reference where to locate course calendar.

The following sections are suggested for those using online content, such as an email, LMS, website, online homework and/or online discussion board.  These may be included in the syllabus or elsewhere.

## Login Information
- Description of how students access online content

## Instructor Contact Expectations
- [Identify quickest way for students to contact you.] *For example:* Please note that Email is the best and fastest way to reach me outside of office hours.
- [Identify your email response time.] *For example:* I will generally respond to emails within 24 hours.  During those times in the semester when things are really, really busy . . . the turn-around time may 48 hours.
- [Explain contact hours—when do you stop checking email?  Do you contact students on weekends?  Holidays?] *For example:*  I generally log off around 4pm every day and do not respond to emails on the weekends. *Or*: emails are only answered M-F during regular business hours.
- [If using an online discussion forum, you may wish to request its use]  *For example:*  Questions on course content should be posted on the online discussion forum rather than via email so that all students can benefit from your question and the answer.

## Help and Technical Support
- Instructor specific instructions for troubleshooting LMS or other software issues.
- For issues related to accessing Cuesta's Moodle or Canvas Site, students may email: support@my.cuesta.edu
- Contact information for technical issues for online content other than Cuesta's LMS.  *For example:* For technical problems logging in or using [online homework system], contact [contact information].
- *Sample technical issues statement:* If the Cuesta server goes down or the power is out, you are still responsible for accessing the course.  When this happens, you can access the class through: https://moodle.cuesta.edu
- [You may wish to add:] For all other issues related to the course or course content, please email me.

## Netiquette (or Online Professionalism)
- [If using an online discussion board, it is wise to include expectations for professional online discourse.] *Sample wording:*
- Use respectful and appropriate language in your forum discussions.
- Please do not use texting language, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- You are expected to read all forum posts.
- You are to respond to the appropriate number of posts for each forum.
- All messages are public, so be careful and courteous when you post.
- Make your posts thorough and your replies as well.
- Complete sentences and thoughts are mandatory for forum posts.
- Use a person's name when you reply to their post.
- Use mycuesta.edu email for private communication.

## Discussion Forum Requirements
- [If participation in the discussion forum is part of a student's grade, the grade requirements must be included in the syllabus.  Otherwise, forum requirements may be located elsewhere, such as in the discussion forum]
- Requirements for participation in discussions
- Refer to Netiquette Policy above

Approved by the Academic Senate 4/29/16