

# Richland College

## Minimum Required Course Syllabus Elements

<i>Contact Information</i>
College Name
Semester/Term & Year
Instructor's Name
Telephone Number <i>Adjunct faculty may use the ACCESS Center extension – 972-238-6140</i>
Instructor's DCCCD E-mail Address
Instructor's Office Location ACCESS Center is located in Alamito Hall, A-110
Instructor availability information
Academic School Name, School Office Location, School Phone Number
Course Information
Course Prefix and Number
Section Number
Course Title
# of Credit Hours
Class Meeting Dates & Times
Course Meeting Place
Course Certification/Census Date
Last Day to Withdraw with a W
Course Final Exam Date & Time
Course Description as it appears in the DCCCD catalog
Course Prerequisites, if any
Required/Recommended Course Materials
Required Instructional Resources (textbooks, readings, course packets, Access Codes) and how to obtain these
Textbook ISBN Number
Additional resources that are available such as study aids, technology help lines, instructional support staff information, and/or instructions for accessing courseware
Course Learning Outcomes
How the course relates to primary concepts and principles of the discipline (where it fits into the overall intellectual area)
<p><b>For academic transfer courses</b> - list course learning outcomes specified in the Texas Higher Education Coordinating Board Academic Course Guide Manual (if these have been determined) otherwise, list course learning outcomes identified by the DCCCD discipline curriculum committee. Check with your discipline program coordinator if you are not sure what these are.</p> <p><b>For career/technical program courses</b> – list Work Force Education Course Manual (WECM) SCANS Competences. Check with your discipline program coordinator if you are not sure what these are.</p> <p><b>For developmental education courses</b> – list identified course learning outcomes developed by the discipline curriculum committee. Check with your discipline program coordinator if you are not sure what these are.</p>

<b>Course Requirements and Course Outline</b>
Description of assignments
Number and types of exams
Particulars and rationale for homework, projects, quizzes, exams, reading requirements, participation, due dates, etc.
Course calendar with due dates/deadlines
Policy regarding late work
<b>Course Grading</b>
Clear description of how final course grade will be determined including method of calculating final grade, using points, percentages, etc.
If final course grade is based on participation, syllabus should explicitly define and outline how the participation grade is determined
Policies on submission of late, missed work, extra credit, etc.
Statement on grade availability and instructor feedback on student progress throughout the course
<b>Attendance Policy</b>
Clear statement about your attendance policies and an encouragement for students to attend and participate
<b>Winter Term Online Courses</b> - Let students know whether they will be required to engage in course activities during the winter holiday period
<b>Classroom Policies and Student Responsibilities</b>
Your policy regarding use of food, drink and cell phone usage. Note: Food and drink is not permitted in computer classrooms or most labs
<b>Student Academic Progress</b>
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester from academic advisors and career specialists. Check <a href="http://richlandcollege.edu/admissions">http://richlandcollege.edu/admissions</a> and <a href="http://richlandcollege.edu/advising">http://richlandcollege.edu/advising</a> for more details.
<b>Other College Policies</b>
Information about the following college policies are contained online at: <a href="http://richlandcollege.edu/employees/syllabus-institutional-policy-statements/">http://richlandcollege.edu/employees/syllabus-institutional-policy-statements/</a> <ul style="list-style-type: none"> <li>▪ Six Course Drop Rule</li> <li>▪ Course Withdrawal</li> <li>▪ Repeating a Course</li> <li>▪ Texas Success Initiative Assessment and Course Placement Requirements and Guidelines</li> <li>▪ Financial Aid Attendance and Participation Requirements</li> <li>▪ Academic Honesty</li> <li>▪ Americans with Disability Act Compliance</li> <li>▪ Religious and Ethnic Holidays</li> <li>▪ Campus Emergency Operation Policy and Contingency Plans</li> <li>▪ Richland College Quality Enhancement Plan</li> <li>▪ Student Survey of Instruction</li> </ul>
<b>Syllabus Disclaimer</b>
The instructor reserves the right to amend a syllabus as necessary