

**PALO VERDE COLLEGE**

**OFFICE OF INSTRUCTION AND STUDENT SERVICES**

**DEVELOPING A SYLLABUS –**

A clear syllabus gives students a sense of the course structure and should be distributed by the instructor on the first day of class. A typical syllabus provides students with the following information. All full-time Instructors teaching face to face classes, online and correspondence classes should include everything with the \* and office location, hour and phone number. Instructors teaching only correspondence courses are to include everything with the\*. I understand adjunct instructors do not have an office or office hours, but your telephone number is important to include.

- Course title and department number \*
- Meeting pattern (days of the week and time)
- Pre and co-requisites\*
- Instructor's name\*
- Instructor' email\*
- Instructor's Office location, hours and phone number (Full time faculty)\*
- Course description from the catalog WORD FOR WORD\*
- Textbook(s) and other required materials\*
- Course objectives from the Approved course outline\*
- Student learning outcomes, check with the Division Chair to ensure you have the latest SLOs\*
- Course bridge information\*
- Unique instructor requirement (i.e. cell phones, testing)\*
- Grading standards\*
- Ground rules (policies) pertaining to attendance, late work, make-up exams and extra credit\*
- Calendar of meeting dates with topics of instructional units to be cover\*
- Examination (including how many and what types)\*
- Assignments (reading and writing)\*
- Cheating policy\*
- Norms of classroom behavior
- Availability of accommodations for students with disabilities\*
- Library and tutoring availability\*
- Directions for the distribution and returning of course work\*
- Instruction & Student Services Office for face to face and online classes – (760) 921-5500
- Distributive Education Office for Correspondence courses- (760)-921-5595\*