SYLLABUS STANDARDS

Document Naming Convention (for archived syllabi retrieval)
At the beginning of each term, the Instruction Office will email a request for all current syllabi to save in the archives. The following is a sample on to label/name/save as your documents for archives retrieval. Please reply to the request for syllabi by attaching one for each class you are teaching.

> **Course Dept and #, CRN, Last Name**
> **For example:** HES166 1234 Johnson;
> **For multiples of the same class:** ENGL101 1234-5678 Lombardi

This is intended to provide guidance to faculty in the preparation of course syllabi. Based on the course outline of record (COR), most items/topics listed in this document are required while items listed in italics are only recommended. There are courses for which some of these syllabus items do not apply, e.g., textbook information for an activity course; please edit as necessary.

1. General class information
   - Recommended Title for Document – Sample: MATH101 – SYLLABUS
   - Class name
   - Class meeting times/days
   - Class meeting location(s)
   - Instructor name
   - Instructor phone number (required for full-time faculty, recommended for associate faculty)
   - Instructor email
   - Instructor office location
   - Office hours (required for full-time faculty, recommended for associate faculty)
2. Course content and outcomes
   - Course description per COR
   - Student learning outcomes per COR
   - Textbook information, including ISBN and reference to availability at campus bookstore
   - *Other course materials as appropriate, this may include technological requirements*
   - *Course transfer/articulation information*
3. Course policies
   - Attendance/drop (note: in most cases attendance cannot directly affect student grades)
   - Academic honesty
   - Late assignments
   - Class etiquette
   - Respect for diverse perspectives
   - Use of electronic devices
   - *Protocol for corresponding with instructor*
   - *Accommodations for students with disabilities, including reference to DSPS*
     Please include contact info such as "See Disabilities Support Program for Students at https://www.frc.edu/dsps/index"
   - Sexual misconduct
     Feather River College faculty are committed to helping create a safe and open learning environment for all students. If you or someone you know have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that the College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct here. Under Title IX regulations, all FRC employees have the responsibility of reporting sexual misconduct to the Title IX Coordinator.

     If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the following people on campus and in the community:

     Mental Health and Wellness Center Counselor at either ext. 205 or 234.

Plumas District Hospital Emergency Room – 911 or 530-283-2121

Plumas County Mental Health - 530-283-6307

Plumas County Intervention and Resource Center - 530-283-5515 or 1-877-332-2754

What is Telehealth?

Essentially, it is virtual care from anywhere. Click here for more information about FRC's **TimelyCare** services providing FREE 24/7 on-demand support from counselors.

4. Policies related to Student Services

    4. Course structure and assignments
   1. Course topics, both lecture and lab as applicable
   2. If applicable, addresses and passwords for online course resources and/or the Learning Management System, e.g., Canvas. Include information about any technical requirements such as the installation of applications (Zoom, e-text readers, or textbook supplied software).
   3. Grading policy
   4. Broad description of assignments and significant course components *(may include assigned readings and location of these readings, due dates, etc.)*

Here are some links to sample language for the topics listed above:

Remote courses – Rhodes College
General verbiage – Sacramento City College
General verbiage – National Communication Association

(Established and approved by the Council on Instruction: October 2012, revised November 2015, July 2018, December 2018, July 2019, and October 2020 [*updated COVID section by L. Bergum per Lerch condensing COVID language August 2021]; updated June 2023 removing COVID language and My3 language; see rev date below)