

STEM Adjunct Faculty Syllabus Template

A course syllabus serves as a contract between you and your students and provides vital information, including course description, course competencies, instructor contact information, a topic outline/schedule, and details regarding grading and other course policies and procedures. Please read below and comply with the syllabi requirements for the course(s) you teach.

ESS, MAT, PHY

- Adjunct instructors are required to prepare and distribute a syllabus for each course. Use this template as a guide for syllabus preparation. Insert (type) the appropriate information and/or cut and paste text from other electronic documents.
- Remember to delete this instruction page (blue font) and to delete/replace instructions below (*in italics and/or red font*) before printing and duplicating the final version of your syllabus.

CHE

- CHE instructors are permitted to determine/define their own grading system for lab. All other course grading, curriculum, and assignment requirements as described on departmental syllabi and unit outlines must be followed.
- CHE instructors should obtain e-copies of the syllabus and unit outlines from the course custodian or Assistant Dean and should insert information regarding their choice of lab grading before submitting documents to the Copy Center for duplication. No other changes to the syllabi and unit outlines are permitted.

BIO, SCI

- Adjunct instructors teaching courses in BIO & SCI are required to distribute the syllabus provided by the full-time faculty member responsible for the course (see the Asst. Dean for more information). Syllabi for BIO & SCI courses are duplicated and made available to instructors before the semester begins for distribution to students.
- Adjunct BIO & SCI faculty members are also required to distribute a syllabus addendum that includes a grading policy (if not already defined by the departmental syllabus) and any other necessary instructor-specific information. Use this template as a source of ideas for items you might want to include in your syllabus addendum.

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Assistant Dean, STEM
8/24/07
Revised 5/11/09
Revised 8/23/11
Revised 9/16/11
Revised 11/14/11

Delaware County Community College

<< Semester >>

<< COURSE NUMBER >>

<< Course Name >>

<u>Instructor</u>	<u>Course Details</u>
<i>Use this section to provide your name, your contact information (phone #s, email, etc.), and your website address.</i>	Course: << Course # >> Section #: << >> Location: << >> Day(s): << >> Time: << >>

Note: *Course descriptions, prerequisites, competencies, and adopted textbooks are defined by the official DCCC Master Course Outlines (MCOs) and/or departmental/sample syllabi. These documents can be obtained in the STEM Division Office (see the Assistant Dean and/or Administrative Assistants).*

Course Description

Insert the official course description as stated on the MCO.

Prerequisite

List the prerequisites as stated on the MCO.

Course Competencies

List the course competencies as stated on the MCO. It is not necessary to include the complete list of learning objectives associated with each competency. Consider preparing and distributing a separate document listing the learning objectives.

Required Textbook(s)

Announce the required textbook(s) as stated on the MCO. Be certain to note correct edition and other important information.

Calculators

Use this section or a similar section to explain the official/departmental calculator policy for your course. A calculator policy was developed for all DCCC Math courses in May 2011. See the Assistant Dean or course custodian for more information.

Course Procedures

Use this section to describe in detail how your course will be presented or conducted. When will homework be reviewed? When are assignments due? How many tests will be administered?

Final Course Grade

Describe in detail how the final course grade is calculated. Be careful to discuss any related special practices and policies, such as dropping lowest test/quiz grades, submission of late assignments, and make-up for assignments, quizzes, and tests. Use tables/charts to clarify your grading system. Consider including an example grade calculation. Define the final average point range associated with each letter grade.

→ POSSIBLE FORMAT FOR DESCRIPTION OF FINAL COURSE AVERAGE CALCULATION

Assignments and Exams	Exam 1	Exam 2	Final Exam	Lab Practical	Research Project	FINAL GRADE
% of Final Grade	20%	20%	20%	15%	25%	100%
EXAMPLE Grade Calculation (based on hypothetical scores)	85	75	90	78	92	84.7 B
Final Grade = $0.2(85) + 0.2(75) + 0.2(90) + 0.15(78) + .25(92) = 84.7$						

→ POSSIBLE FORMAT FOR EXPLANATION OF FINAL GRADE ASSIGNMENT BASED UPON FINAL COURSE AVERAGE

Final Average	Final Grade
100 - 90	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and less	F

Students with Disabilities

Use the following statement (issued by the Office of Disability Services):

Delaware County Community College policy complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students requesting academic accommodations **must** register with the Office of Disability Services and are responsible for picking up their accommodation letters at the beginning of **each** semester and presenting them to their instructors. I am available to discuss the approved accommodations that you may require in this course. If you have any questions, contact Ann Binder, Director of Disability Services, at 610-325-2748 or by email at abinder@dccc.edu. Students on Chester County Campuses can contact Shammah Bermudez, Coordinator of Disability Services for Chester County Campuses at 484-237-6251 or by email at sbermudez@dccc.edu

Academic Support Services

Use the following statement (issued by the Office of the Provost):

Students who need help planning, editing or documenting written assignments can schedule a tutoring session in the DCCC Writing Center, Room 4277, Marple Campus. Call 610.359.5018 for appointments and other information.

Tutoring may be available for this course in the DCCC Math/Science Learning Center (Room 1180, Marple Campus, 610.359.5076) or in the Southeast Center's Learning Center (Room 108, 610.957.5725). Call for more information.

DCCC's Commitment to Diversity

Use the following statement (written by the Institutional Diversity Committee):

Students are expected to show respect for their classmates, themselves, and their instructors by conducting themselves with maturity, demonstrating sincere interest in the ideas of others, and employing good manners.

Students are expected to show appreciation for the diversity of backgrounds and skills of their classmates. Violations of equal educational opportunities should be reported according to procedures given on pages 2 and 56 of the Student Handbook. General complaint and sexual harassment complaint procedures are detailed on pages 53-57 of the Student Handbook.

Attendance

Insert your attendance policy. You are encouraged to adhere to the college's policy described on page 15 of the 2011/2012 DCCC Student Handbook. You must also adhere to any special discipline-specific attendance policies. Disciplines such as Biology and Chemistry have specific requirements regarding lab attendance. Contact the faculty coordinator for more information.

Academic Honesty

Describe how you will implement the DCCC Academic Honesty Policy stated on pages 44 and 45 of the 2011/2012 DCCC Student Handbook and reference those pages in your syllabus.

Be careful: if your grading system includes dropping a lowest grade, and you do not want an “F” that is awarded for Academic Dishonesty to be dropped, you must word your policy to help avoid possible legal action on the part of the student. Consider including the following statement:

“Any “F” grade awarded as a result of Academic Dishonesty will NOT be dropped, and WILL be included in the calculation of your grade.”

Permission for Use of Video and/or Audio Recording Devices

A note from Dean John Agar issued 11/14/2011: To avoid a situation you might not want to be in, such as having a student tape you in class and then posting the lesson for non-academic purposes, you might want to consider adding the following statement to your syllabus:

No part of my lecture (*or laboratory*) can be recorded (audio or video) without my written permission. A student requiring this particular academic accommodation must register with the Office of Disability Services at the beginning of each semester and then provide me with the official accommodation letter.

Course Schedule

Provide a detailed schedule, including dates, daily/weekly topics, dates for quizzes and tests, project due dates, etc. A table/chart is suggested.

WEEK / DATE	TOPICS / CHAPTER(S)	Homework /Assignments/Exams

Miscellaneous Policies/Procedures

Below are examples of what might be included in this section.

- **You should come to class prepared** (with textbooks, notebook, ready to ask questions, etc.).
- **For tests and exams:** you must use and submit scratch paper along with test, all books and notes away, follow MSLC rules for testing.
- **Classroom conduct:** help maintain a learning environment in the MSLC by avoiding unnecessary talking, **turn off pagers and cell phones or use vibrate mode**, no eating, be courteous/respectful to instructor and classmates. ***If there is some reason that you should not turn off a pager or cell phone, please discuss with me in advance so that the appropriate arrangements can be made.***

Resources for Success in << Course Number >>

List and describe resources (websites, tutoring services, resources linked to the adopted textbook, library resources, etc.).