



OAKLAND COMMUNITY COLLEGE®

SYLLABUS COMPONENTS **Approved by the Academic Senate** **April 23, 2015**

Essential Elements

Course Number and Title

Section Number

Course Catalog Description

Classroom Location

Meeting Day(s) and Times

Term and Year

Instructor Name

Instructor Office Location and Office Hours

Instructor Contact Information

Instructor Emphasis and Strategies

Course General Education Outcomes

Common Course Outcomes

Assessment Policies and Procedures

College N Mark Policy

Student Support Information (e.g., department secretary, lab, Parapro, ASC, ACCESS, Counseling, library, computer resources, tutoring, etc.)

Information on Textbook(s), Supplies, and Necessary Materials

Safety Instructions (<http://www.oaklandcc.edu/PublicSafety/FacultyStaff.aspx>)

Technology Appropriate Use Regulations (<https://www.oaklandcc.edu/TAUR/>)

Subject-to-Change Notification (i.e., a disclaimer allowing for reasonable revisions to the class schedule by the instructor as circumstances require)

Late Instructor Policy

Mandated by Federal Law

FERPA Statement (the version of the statement recommended by the college is below)

Per the Family Educational Rights and Privacy Act (FERPA), college personnel are not allowed to release a student's personal information to anyone, including other students.

If you have any questions regarding FERPA, please refer to page __ in the current College Catalog.

ADA Notification (the version of the statement recommended by the college is below)

Students requiring special assistance (including those affected by the *Americans with Disabilities Act*) should contact the ACCESS office, which will inform the instructor of any special conditions pertaining to their learning.

Mandated by the Faculty Master Agreement (17.4)

Faculty members shall have the responsibility to provide each student, in writing by the second class meeting of each semester or session, a course syllabus that includes but is not limited to:

- Intended Course Goals
- Grading Standards and Practices (e.g., System of Grading, which may include a policy on incompletes, withdrawals, and extra credit; Testing Policy, with policy on make-ups or substitutions; Assignment Criteria, with policy on make-ups or tardiness penalties; Class Attendance, with policy on how tardiness and absences affect grade)
- Tentative Schedule of Assignments and Tests (i.e., a list of activities, labs, homework, quizzes, exams, papers, etc.; a sample of what such a schedule might look like is below)

DATE	CLASS ACTIVITY	ASSIGNMENTS	TESTS
Class 1	Introduction to Course and Expectations	Reading: Writing:	
Class 2	Topic of the Week	Reading: Writing:	
Class 3	Topic of the Week	Reading:	Quiz 1
Etc.			