**Harold Washington College**

**Office of Academic Affairs**

**Fall 2020 Syllabus Checklist**

Required items on this checklist are based, in part, on the FCCCC and CCC Academic Affairs document *A Guide for Writing a Master Course Syllabus (and Individual Instructor Syllabus)* and our HLC accreditation guidelines*.* **All items are required unless otherwise noted.**

For all Academic and Student Policy Manual references, please go to <http://www.ccc.edu/menu/Pages/Policies.aspx>

For master syllabi that include course objectives and course outcomes, please go to <https://cccedu.sharepoint.com/:f:/g/HWC/hwfaculty/Et-V8E8KJi9KmEBrSmz_tikBfi3-uHg1q4NOaCvDKQFXIg?e=A2PIrw>

Adjunct Faculty should reference the syllabus section in the classroom observation form. It is located on ccc.edu under the Faculty and Staff Link using the Faculty Forms option. <http://ccc.edu/departments/Pages/Faculty-Forms.aspx>

**Checklist Items:**

* College Name
* Department Name and Course Number
* Faculty Name
* Contact Information
* Current Semester and Date
* Course Information
* Catalog Description of the Course
* Course Description (optional)
* Course Objectives and Student Learning Outcomes
* Resources
* Statement regarding Access to Brightspace
* Grading Policy
* Definition/Description of “Active Pursuit”
* Attendance Policy
* Late Arrival Policy
* Statement on Plagiarism
* Weekly/Daily Schedule
* Classroom Management
* Federal and State Statutes and Mandates
* Departmental Policies and Communicated by the Department Chairperson
* Student Support Services (strongly recommended)
* Navigate Statement

**Additional Information for Each Checklist Item:**

1. College Name

1. Department Name and Course Number. Include IAI# if approved.

1. Faculty Name

1. Contact Information

CCC email address, phone number, office hours location (i.e. Zoom), office hours (one office hour per week per class)

1. Current semester and date

1. Course Information:

Title and number, PeopleSoft 5 digit code, credit hours, meeting times, location and section, length of term (i.e. 8 weeks)

1. Catalog Description of the Course

For catalog descriptions, go to <http://www.ccc.edu/menu/Pages/Academic-Catalog.aspx>

*Academic Catalog 2019-2020.*

1. Course Description (optional) – While a personalized course description will provide more detail for students, it must not contradict the catalog description.

1. Course Objectives and Student Learning Outcomes:

Course objectives and outcomes must appear precisely as they are on the department’s master syllabus. The master syllabi are located at <https://cccedu.sharepoint.com/:f:/g/HWC/hwfaculty/Et-V8E8KJi9KmEBrSmz_tikBfi3-uHg1q4NOaCvDKQFXIg?e=A2PIrw>

You may add minimally to the objectives and outcomes, but should first seek approval from your department chairperson. Objectives are what the teacher intends to provide through instruction. Outcomes are what the student will do to demonstrate they have met the objectives. ***Academic and Student Policy 10.30***

1. Resources:

Textbooks – you must list any textbooks required for the course, including the ISBN number. Further, please include instructions on how to order the text by sending students to our online bookstore at http://www.ccc.edu/departments/Pages/Bookstores.aspx

If your class is using online resources, provide enough detail so students can access the material easily.

1. Statement on Access to Brightspace:

As posting your syllabus on Brighstpace is a requirement, there must be a statement regarding how to access the site. A sample statement is below: *“To access Brightspace please go to brightspace.ccc.edu and enter your CCC user name and password. Your course will appear once you are logged in. If you do not have (or forgot) your CCC username and password, go to my.ccc.edu and click on the link at bottom of the screen to retrieve your username.”* ***Academic and Student Policy 10.31***

1. Grading Policy:

It should be clear to students exactly what your expectations are of them in earning their grades.

Qualitative – A rubric should explain how students can earn an A, B, C, D or F in a course.

Quantitative – State specifically how grades will be earned, such as a point system or weighted grades, and what evaluative measures will be used during the semester. Additionally, you should make mention of extra credit opportunities as well as your policy on “make-up” assignments and exams, if at all.

Also note if you accept late work or not and, if so, what your policy is for doing so. Be as quantifiable as possible in communicating your policy. ***Academic and Student Policy 10.30 A***

1. Definition/Description of “Active Pursuit”

**NOTE** – active pursuit **cannot** be tied to a specific grade. It is a measure of a student’s participation in class via attendance and the completion of coursework. In short, a student can be failing while actively pursuing the course. You cannot drop a student who is academically struggling as long as they are attending and turning in course work. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of required papers, homework assignments and class attendance.

It is required that you include a definition of active pursuit in your syllabus. A sample, working definition of “Active Pursuit” is “*The completion of the [percentage or number of] assignments, in-class projects and general activities of the class, as well as maintaining attendance that allows you the opportunity to effectively succeed in the course.”* ***Academic and Student Policy 10.30 A, C***

1. Attendance Policy:

Students cannot earn points for good attendance or being on time, though points can be deducted for poor attendance. If you are going to measure attendance and arrival times, be quantitatively specific in your syllabus as to how it affects the grade. ***Academic and Student Policy 3.13 E, 3.05***

1. Late Arrival Policy:

Faculty who employ a late arrival policy should be quantitatively clear on the syllabus as to consequences, such as how late arrivals affect participation grades or how late a student can be before being considered absent. **Academic and Student Policy 2.30 B, 3.06**

1. Statement on Plagiarism

For the City Colleges of Chicago policy on plagiarism, see the following:

# Academic and Student Policy 8.17

You may expand on the principle of the CCC policy.

17) Weekly/Daily Schedule

Be as specific as possible in listing the items below on your weekly schedule. Should they change, be exceptionally clear with students, in writing and/or posted on

Brightspace.

 Areas of content

 Assignment due dates

 Critique/test/quiz dates

 Readings

 Activities

 Holidays and breaks

For each credit hour of class, there should be evidence of two hours of homework per week. For example, for a three credit hour class it should be generally apparent that six hours of homework are required weekly among readings, assignments, tasks, etc. More information on this will be shared during the semester, but you should begin reviewing your weekly syllabus in this context and making additions or edits as necessary.

18) Standards of Conduct

Classroom management is the faculty member’s responsibility. However, several CCC policies directly support the teacher in successfully managing the academic environment of their classroom. Please visit the ***Academic and Student Policy 8.18***

for a complete listing of resources.

No Show Withdrawal (NSW) policy. It is highly recommended that you read ***Academic and Student Policy 3.13 C, 10.30 B****,* however, below is the NSW policy that must be in your syllabus **as is**:

“Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances:

Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.

Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.”

Statement on Academic Integrity and Dishonesty. For the City Colleges of Chicago policy on academic dishonesty, see the following:

# Academic and Student Policy 8.17 – Standards of Conduct – Academic Integrity and Dishonesty

19) Federal and State Statutes and Mandates

Your syllabus must note that Harold Washington College abides by the following

Federal and State Statutes and Mandates:

Americans with Disabilities Act (ADA)

The following statement must be copied and pasted directly into your syllabus.

*“Harold Washington College abides by the Americans with Disability Act and with Section 504 of the Rehabilitation Act of 1973 and will provide reasonable accommodations to students with disabilities covered by these laws. If you have a disability for which you may require accommodations, please contact the Disability Access Center via email at* [*nradford@ccc.edu*](mailto:nradford@ccc.edu) *or call (312) 553-3050.”*

*http://www.ada.gov/pubs/adastatute08.htm*

Family Educational Rights and Privacy Act (FERPA)

*http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html*

Section 504, Rehabilitation Act of 1973  *http://www.dol.gov/oasam/regs/statutes/sec504.htm*

1. Departmental policies as communicated by the department chairperson.

1. Student Support Services (strongly recommended)

Nearly all student support services are available virtually during the Fall 2020 semester.

Please see the student support services document for a list of the student support services available during the Fall 2020 semester. **Feel free to include them in your syllabus.**

Additionally, the Supportive Services Alerts system in Navigate is a great way to connect students with HWC support staff and resources that can help them get/stay on track as they adjust to virtual learning. The options that you can choose from are:

Remote Learning Obstacles

Personal Difficulties

Attendance Issues

Academic Performance

Refer for Emergency Fund Application