

Syllabi Checklist

The following list of items must be included in every Santa Fe College syllabus. Specific departments may require additional information. For examples of syllabi, please contact your department chair or director.

Items with an asterisk (*) can be linked on the course syllabus.

Course Information

1. Official course title, course number, and section number
2. Term (Fall, Spring, Summer; A, B, C, or D session where appropriate) and year
3. Day(s) of the week and class starting and ending times

Instructor Information

4. Instructor/professor name and title indicated
5. Instructor's/professor's office hours (beginning & ending), days of the week and location(s)
6. College email address and if applicable, the URL of the instructor's/professor's website
7. Office location including campus site (NW, Andrews Center, Blount Center, Davis Center, Perry Center, Watson Center, etc.)

Information for Students

8. Title, author(s), edition of the textbook(s) (optional or required) and information on other required materials
9. Official description of the course and enrollment prerequisites
- *10. Course objectives
- *11. If your course meets a General Education Learning Outcome, provide a listing of specific [competencies](#) and assignments that assess the attainment of the outcome

(<http://www.sfcollege.edu/academicaffairs/generaleducation/index.php?section=gelos>)

12. Class attendance and tardiness policy statement (e.g., Do you take roll? Does attendance affect grades? etc.)
13. Late assignment and make-up exam policy
14. Withdrawal with no record and receive a refund date, and withdrawal and receive a "W" date (The following statement may be used:

Students must be aware of the withdrawal dates, available at <http://www.sfcollege.edu/records/>)
15. Grading scale policy statement (e.g., A 90 -100, B+ 85-89, B 80-84, etc.)
16. Final grade calculation policy
17. Specific schedule of major assignments, exams, projects, papers, with due dates, etc. (subject to change as necessary)
18. Final exam date, day of the week, starting/ending time and location

Gordon Rule Courses (19a, 19b, and 20)

***19a. ENC1101 and ENC1102 required Gordon Rule statement**

This course satisfies three (3) of the six (6) semester hours of English course work required to meet Florida's Gordon Rule in college-level communication.

Students' writing is graded and evaluated in this course for content and quality of writing. This means that in addition to a satisfactory evaluation of students' written work based on content, students are expected to competently demonstrate college-level writing skills in English composition and grammar. Written assignments in this course include . . . [list kind of writing assignments students will be completing, such as research paper, reaction paper, and so on.]

Students must satisfactorily complete the writing portion of this course in order to be eligible for a final course grade of C or higher. A course grade of D or D+ will allow the course to count as an elective, but neither Gordon Rule nor General Education credit will be given.

***19b. Writing-Intensive Course required Gordon Rule statement (if applicable)**

This course is writing intensive, requiring students to engage in a writing process that includes idea development and/or information gathering, drafting, revising,

and editing to produce effective discipline-based writing. It is a content-specific course that has as major instructional, learning and assessment objectives, a substantial writing component that consists of instructor-assessed writing assignments designed to help students achieve competency for writing within this discipline. Students will be expected to use instructor feedback to improve their ability to communicate in written forms appropriate to this field of study. Written assignments in this course include . . . [list kind of writing assignments students will be completing such as research paper, reaction paper, and so on.]

In this course, students are expected to demonstrate competence in college-level writing by exhibiting critical and analytical skills to discuss a topic; presenting paragraphs that are focused, developed, organized, coherent, and unified; expressing ideas in complete, clear, well-structured sentences; and enhancing ideas through discipline-appropriate diction, conventions, and rhetorical strategies.

Students must satisfactorily complete the writing portion of this course in order to be eligible for a final course grade of C or higher. A course grade of D or D+ will allow the course to count as an elective, but neither Gordon Rule for writing nor General Education credit will be given.

***20. Math Course required statement (If applicable)**

The AA Degree requires completion of 6 hours of General Education mathematics credit.

To satisfy the Gordon Rule requirement for this course, students must receive a grade of C or higher for their final course grade. Earning a course grade of D or D+ will allow the course to count as an elective, but neither Gordon Rule nor General Education credit will be given.

College Policies

***21. College Academic Integrity**

Recommended wording:

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Therefore, SF has adopted a Code of Student Conduct that outlines general guidelines. Students are encouraged to discuss issues related to academic integrity with instructors. For more information go to http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_23.pdf

The following statement may be used:

It is YOUR responsibility to read and abide by the SF Code of Student Conduct that outlines general guidelines pertaining to academic integrity. This can be found at the following site:

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_23.pdf

***22. Americans with Disabilities Act (ADA)**

Required statement:

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see

http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities

***23. Discrimination/Harassment Policy**

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf

***24. Student Rights & Responsibilities**

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to

http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights