

Ruple: Teaching Health Careers Education

Syllabus Suggested Form

July 26, 2008

This syllabus is offered as a guideline only. The items shown may be ordered, aligned, or titled differently, but they should be included in some form or another. Other items, including graphical images, may be included as you need or desire. The syllabus should be distributed to students on the first day of class. It is advised that the syllabus be available on your personal and/or course website and (each term) that it be submitted to the dean's office to be put on file.

Syllabus Suggested Form	
COURSE ALPHA AND NUMBER: COURSE TITLE:	
COURSE SYLLABUS:	
TERM, YEAR:	
INSTRUCTOR:	

OFFICE LOCATION:	Building ?, Room ???
OFFICE HOURS:	00:00-00:00 Mon., Wed., Fri.; 00:00-00:00 Tues., Thurs.
OFFICE PHONE:	000-0000 (goes to voice mail after six rings)
E-MAIL ADDRESS:	name@hcc.hawaii.edu
ONLINE CHAT:	Day, hour, access address
INSTRUCTOR WEB PAGE:	http://home.honolulu.hawaii.edu/~name
COURSE WEB PAGE:	http://www.honolulu.hawaii.edu/???
CLASS HOURS:	00:00-00:00 Mon., Wed., Fri. (or ...)
CLASS CODE:	???? (from the HCC Schedule of Classes)
PREREQUISITE(S):	Course alpha and number (prerequisite #1), and course alpha and number (prerequisite #2), and ... (from the latest approved curriculum action)

A. COURSE DESCRIPTION

Paragraph description of the course (from the latest approved curriculum action)

B. METHOD OF INSTRUCTION

Paragraph description indicating lecture, lecture/lab, group discussion, or other primary form of instruction; frequency or number of interim exams/quizzes; reading requirements; hands-on activities; field trips—roughly how the course described in “A” will be presented.

C. COURSE OBJECTIVES (five or six objectives; general but comprehensive)

1. Objective 1 (statement)
2. Objective 2 (statement)
3. Objective 3 (statement)
4. Objective 4 (statement)
5. Objective 5 (statement)
6. Objective 6 (statement)

D. COURSE TOPICS/UNITS AND DATES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

E. TEXTBOOK(S) AND REQUIRED TOOLS OR SUPPLIES

1. Textbook (required): *TITLE* and author
2. Textbook (recommended): *TITLE* and author
3. Supplies and/or tools: (should be available in the Campus Bookstore)
 - a. Item, size, quantity, color, and so on.
 - b.
 - c.

F. GRADING PLAN

1. Clarify whether you will use a letter grade system or a point system. If you will use a point system, explain final point and letter grade equivalents.
2. Explain the weighting of course components:
 - a. Component 1 (e.g., exercises), weight (% or points)
 - b. Component 2 (e.g., quizzes), weight
 - c. Component 3 (e.g., interim exams), weight
 - d. Component 4 (e.g., participation), weight
 - e. Component 5 (e.g., attendance), weight

f. Component 6 (e.g., final exam), weight

3. Or, in competency-based courses, explain the level at which each competency must be mastered to complete the course.
4. Explain how difficult-to-quantify things such as effort, improvement, and participation will be graded, if graded.
5. Explain your policies regarding "I" and "N" grades and attendance policies if attendance will be factored into the final grade.
6. Give the date of the last day to withdraw from the course. Restate the college "disappearer" policy.

G. COURSE COMPONENT SPECIFICS

Explain any policies or procedures pertaining to homework, expected participation, research form or guidelines, homework/exam makeups, plagiarism, and so on. Give dates and deadlines of assignments and dates of tests. A list may be appropriate. State that "information will be provided later" (or similar wording) where explanations of policies or procedures will be postponed until more appropriate times.

H. CLASSROOM RULES OF CONDUCT

This may be a serious list of "rules" or general statements of expectations regarding courtesy, sexual harassment, simple idiosyncratic operating procedures, and so forth.

Safety rules, if any, should go here or under a separate heading. If coursework is inherently dangerous, safety instructions and tests are required before any equipment may be used. Safety rules should be listed in the syllabus or in an attachment to it. Safety rules must also be posted, and safety tests taken by students must be kept until the students have completed or otherwise left the program.

I. EMERGENCY PROCEDURES

1. Evacuation procedures:
2. Location of first aid kit:
3. Emergency ambulance:
4. School nurse: location, phone, hours
5. Campus security: location, phone, hours

J. MISCELLANEOUS (AS NEEDED OR DESIRED)

1. Suggestions for success
2. Student personal data needed; privacy policies
3. Course/instructor evaluations
4. Guest speakers/instructors/observers
5. References, study sheets, and so on
6. Permission forms; liability issues
7. By the next class, please . . .

K. WEEKLY OR DAILY TENTATIVE SCHEDULE (OPTIONAL)

Be sure to entitle it "tentative" to avoid any legal risk if you later vary from it even slightly.

L. AFFIDAVIT (OPTIONAL)

My signature below indicates that I have read and understand this syllabus and have been given a copy of my own to keep.

Student Signature	Date
-------------------	------

M. VALIDATION AND REFERENCE (OPTIONAL)

Include the following statement in small type at the end of the syllabus:

This syllabus conforms to the Honolulu Community College syllabus guideline adopted July 26, 1999. (1999)

Honolulu Community College (1999). Syllabus Suggested Form. Retrieved on October 13, 2008, from <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/syllab-1.htm>