



10 Areas of Good Syllabi Practice for YVC Faculty

1. Students know which particular class the syllabus addresses.

Your colleagues have included things like:

- Item number, Course title, Course department and number
- Class meeting date(s), room and time(s)
- Quarter and year
- Instructor name

2. Students know how to contact you.

Your colleagues have included things like:

- Instructor name
- Office hours and room number
- Office phone and email

3. Students see an overview of learning in the class.

Your colleagues have included things like:

- Description of the course
- Course outcomes, objectives and abilities

4. Students know the resources they need for the class.

Your colleagues have included things like:

- Evaluation methods and policies
- Texts and materials needed

5. Students know how the instructor will evaluate their learning.

Your colleagues have included things like:

- Course Evaluation policy
- Grades or grading scale
- Assignments or assignment types
- Assessment rubric
- Bonus work

6. Students know what behaviors are acceptable in the class.

Your colleagues have included things like:

- Due dates, late work, make-up work
- Classroom etiquette and behavior
- Attendance and lateness

- Repeat policy
- Testing and testing centers
- Special accommodations

7. Students know when class activities will occur.

Your colleagues have included things like:

- Calendar
- Schedule – daily, weekly or quarterly
- Schedule of topics, readings, activities
- Finals schedule
- Lecture/lab schedule

8. Students know what class and/or campus resources are available to help them.

Your colleagues have included things like:

- Instructor contact info
- Class website
- Disabled Student Services
- Writing Center and Math Center
- Tutoring Services
- Open labs

9. Students know the College's academic policies.

Your colleagues have included things like:

- DSS Statement
- Academic Dishonesty Statement
- Student Rights & Responsibilities
- Safety and Security information

10. Students know the kinds of teaching and learning they can expect.

Your colleagues have included things like:

- Class participation expectations
- Instructor's teaching philosophy or style
- Expectations of student preparation and planning