Course Syllabus Guidelines

Each student must receive a copy of the course syllabus during the initial class session, either hard copy or electronically (such as through the Moodle course site).

Instructors must submit a copy of each syllabus electronically to their Division Chair and the Office of Academic Affairs by the first week of the term.

Each syllabus should include the following items:

- **Course information** including the course title, course number, section number, number of credit hours, location of the classroom, and the days and times of class/lab meetings.

- **Course prerequisites**, if any, including the course title(s) and number(s).

- **Instructor information** including the instructor’s full name and title, office location, phone number, office hours (in person or virtually), email address, and emergency number.

- **A list of texts, readings, and materials** including all required textbooks, supplementary reading(s), special materials, course packets, or supplies, differentiating between required and recommended/optional.

- **A course description**, which must be verbatim from the catalog. As this information has been ratified through the curriculum approval process, no changes in language are allowable by individual instructors.

- The **College Learning Outcome(s) or Major Learning Outcome(s)** addressed by the course. (These are available on Academic D.)

- **A course outline** that briefly but completely describes the learning objectives and general content of the course.

- **A course calendar** with a class-by-class calendar of topics, activities, and assignments, including the dates of major examinations and/or papers.

- **Any required field-trips or other course obligations** that require a student’s attendance at a place or event outside the regularly scheduled class meeting time.

- **Course-specific policies and requirements**, including:
  - the grading system employed, including the nature, number, and weights given to quizzes, examinations, papers, projects, and other course activities that are evaluated;
  - assessment methods employed and how they are related to specific learning objectives;
  - expectations related to class participation and how such participation is evaluated as part of the course grade;
  - expectations related to class attendance and consequences of missed classes;
  - consequences of submitting assignments past the due date;
  - information related to make-up tests and activities, extra credit assignments, and substituted assignments, if permitted;
if the course has a service learning component, a description of the activity and/or assignment that will fulfill this component; and
- Cell phone and digital media device policy and consequences if policy is violated.

**Academic Integrity Policy**

All members of the DC community are expected to engage in their academic tasks with integrity and respect for others. A major part of the learning accomplished in college is the development of critical thinking skills, and these skills are only developed when each person’s work reflects his or her own original thought. Defiance College is committed to helping each student to understand and practice the highest degree of integrity in his or her academic work, and to take from that work the greatest intellectual and ethical benefit.

The basic rule for academic honesty is that a student’s work should always be his or her own. Any misrepresentation in academic work, including plagiarism, is a form of academic dishonesty. Examples of dishonest academic practices include, but are not limited to, using unauthorized notes or material during an exam, deliberately exchanging information with another student during an exam, falsifying data on which the student’s conclusions are based, having another student take an exam in place of the student registered in the course, and submitting the same work in two different classes without the permission of both instructors.

**The special problem of plagiarism**

Plagiarism occurs whenever someone else’s work is submitted or presented for a grade as if it were one’s own. This occurs most often when original sources are not acknowledged or cited according to the style format appropriate to the discipline or designated by the instructor. Plagiarism undermines the essential trust between students and instructors, deprives the student of a sense of intellectual ownership and undermines the basic learning process.

Another person’s work can take many forms, including papers, essays and articles, book chapters, statistical data, oral or multimedia presentations, musical compositions, drawings and artwork, and computer programs in either electronic or printed form. Whenever such material that was originally created by another is presented or submitted by a DC student, that original source must be acknowledged using the appropriate citation style.

**Examples of plagiarism** (a non-exclusive list):

- Using the exact words from a source, including cutting and pasting from a Web site, without BOTH quotation marks to indicate the extent of the material borrowed and a citation of the original source.
- Paraphrasing or summarizing ideas from a source without proper citation. Changing the words while maintaining the ideas from a source is a paraphrase that must be cited.
- Submitting for credit a work written or created by another, whether such work is written by a friend, a recognized scholar or is downloaded from the internet.
- Quoting from an unacknowledged source during an oral presentation.
- Using data other than that produced by the student’s own original research without proper citation of the source.
- Patching together a work using phrases and ideas borrowed from a number of different sources.
- Accepting assistance or collaborating with other students beyond what is explicitly permitted by the instructor.
- Using one’s own work in multiple classes without instructor permission (self-plagiarism).

[The specific academic integrity policy for the course should go here. You might include specific expectations for carrying out assignments and tests with academic honesty (for example, whether students may work together on an assignment), and sanctions that will be imposed if the expectations are not met.]

**Accommodation Policy for Students with Disabilities:**

Defiance College is committed to providing educational opportunities for qualified students with documented disabilities through the provision of reasonable accommodations, in compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (Section 504). The purpose of accommodations is to provide equal access to educational opportunities without altering essential elements of programs or courses. All requests for accommodations are evaluated on an individual basis after review and evaluation of documentation. It is the responsibility of the student to request necessary accommodations and the student should do so as early as possible, as some accommodations may require time to implement.

Students with a physical, psychological, or learning disability must meet with Defiance College’s Accessibility Service Coordinator, Kris Knight at extension 2445 or kknight@defiance.edu. The office is located in 201c Defiance Hall. Please refer to pages 22-23 of the Course Catalog for Defiance College’s Accommodations Policy for Students with Disabilities which includes the documentation required for accommodations.

**Student Academic Support Services:**

Tutoring and writing assistance is available for most courses at Defiance College. For more information, visit Student Academic Support Services in the Pilgrim Library. Both Writing Consultants and Math Tutors are available by appointment and on a walk-in basis. These services are offered by tutors and writing consultants trained to encourage the highest level of individual academic success while upholding personal academic integrity. There are also tutors available for other subject areas as well as Supplemental Instruction for specific courses. For more information about the services provided by SASS, contact Lisa Crumit-Hancock at ext. 2332 or sass@defiance.edu. You can also check out our webpage: http://www.defiance.edu/offices/student-academic-support.html

**Student Course Evaluations**

Student course evaluations are an important source of information for curricular and teaching improvement. As such, students are strongly encouraged to complete the online course evaluation. Information is provided toward the end of the term to students through email explaining how to complete the evaluation online.
Title IX Statement

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting requirements that are part of my job requirements at Defiance College.

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution’s Title IX Coordinator. If you would like to talk to this office directly, contact Lisa Marsalek, Dean of Students/Title IX Coordinator in 132 Hubbard Hall or 419-783-2587 or lmarsalek@defiance.edu. You can also get support at the Counseling Center, Defiance Hall 201, 783-2562. For more information about your options at Defiance College, please go to: http://www.defiance.edu/information/documents/sex-gender-harassment-discrimination-and-misconduct-policy-2015.pdf