

Fresno City College Syllabus Guidelines

The syllabus serves as a planning document that sets the class tone and conveys course expectations and goals. These guidelines provide a list of required (REQ), and recommended items to include on your syllabus. The language and format of the document is a reflection of your approach to teaching and learning. To make your syllabus more equitable, you may want to consider if you:

1. demystify college policies and practices by providing students with the information they need to successfully complete the course and navigate the college?
2. welcome students and create a classroom culture in which they feel cared for and valued?
3. validate students' ability to be successful by communicating a belief that all students are expected to succeed?
4. create a partnership by communicating a commitment to working with students for their success?
5. Communicate the value of students' backgrounds as sources of learning and knowledge?

For more information on equity-minded practices in a syllabus check the [Student Equity & Success Committee](#) website.

Please keep in mind that electronic versions of the syllabus must be compliant with Section 508 of the Workforce Rehabilitation Act standards.

Check box	REQUIRED ITEMS per ACCJC and SCFT contract
<input type="checkbox"/>	Student learning outcomes ¹
<input type="checkbox"/>	Full-time faculty: Office hours ² (If you have a virtual office hour, indicate how students can contact you, see contract for acceptable modalities)

Check box	REQUIRED ITEMS for Identification Purposes per the Academic Senate
<input type="checkbox"/>	1. Class number, name, and schedule code
<input type="checkbox"/>	2. Semester and year
<input type="checkbox"/>	3. Class meeting day and time
<input type="checkbox"/>	4. Instructor's name

Recommended Items

Administrative Regulation [7122](#) requires that faculty provide the following items in writing to students. You can use the syllabus to convey this information. If you decide not to have these items in your syllabus, you must provide them to your students in writing in digital or physical format.

1. Instructor's attendance requirements.
2. Major class objectives consistent with approved course outline.
3. Major assignments and approximate due dates.
4. An explanation of the standards and methods of evaluating student performance.
5. Consequences which the student can expect if performance standards are not met.

¹ Required per the Accrediting Commission for Community and Junior Colleges (ACCJC)

² Required per the contract (Agreement between State Center Community College District and Full-Time Faculty Bargaining Unit State Center Federation of Teachers Local 1533, CFT/AFT, AFL-CIO)

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The following items in this template, that were not previously listed as required, are highly recommended as best practice. Consider that the syllabus also serves as an archival record and one that students may need to refer to in the future.

Course Information

1. Class number and name
2. Class meeting day and time
3. Semester and year
4. Meeting location (building name and room number)
5. Class schedule code (if you have several sections of the same course, you may list the code with each class day and time rather than creating different syllabi for each section)

Faculty Information

1. Your name
2. E-mail address
3. Full-time faculty: Office hours (if you have a virtual office hour, indicate how students can contact you, [see contract for acceptable modalities](#))
4. Full-time faculty: Office phone number (it is not recommended that you give your personal phone number. You can use Google Voice number instead).
5. Full-time faculty: Office location (building name and room number unless exempt)
6. Part-time Faculty: Division office phone number
7. Other contact information

Important Dates

1. Drop deadlines (see note #4 for details)
2. Holidays (see calendar in schedule of classes)
3. Final exam date and time (see final exam schedule in schedule of classes). Any changes to the scheduled final exam day and time must be approved by the dean.

Other Course Information

1. Course description (in accordance to the Course Outline of Record, which may be found on the [curriculum website](#))
2. Course units
3. Course objectives (in accordance to the Course Outline of Record)
4. Student learning outcomes
5. Course prerequisites, corequisites, and/or advisories (in accordance to the Course Outline of Record)
6. Required textbooks, materials, and supplies (see note #5 for details)

Other Course Information

7. Recommended textbooks, materials, and supplies (see note #5 for details)

8. Policy statements regarding:

- a. attendance
- b. drop policy
- c. punctuality if applicable
- d. late work
- e. extra credit
- f. use of computers, cell phones, etc. in classroom
- g. other behavior issues that are important to you, as the instructor

9. Plagiarism and academic dishonesty policy (see the FCC Catalog for school policies)

10. Students with Disabilities statement (you can use the statement provided by FCC DSP&S)

11. Class outline

- a. topics to be covered (in accordance with the Course Outline of Record)
- b. approximate timeframe when topics will be covered
- c. major assignments and approximate due dates (e.g., exams, practica, papers, ...)

12. Grading scales, policies, and evaluation criteria for any of the following that you may assign in your course: exams, final, exam, quizzes, homework, writing assignments (in accordance to the Course Outline of Record), class participation, etc. (points or percentage of grade) (see note #2 for details)

13. Grade scale for final semester grade (see note #2 for details)

Support Services

You may want to provide information about the different available support services offered by FCC, such as:

- Tutoring Services that are appropriate for your course
- Health Services
- Psychological Services
- Starfish Early Alert
- Ram Pantry
- Virtual Hub for Students
- Etc.

You may wish to provide information about the different available support services available outside of FCC, such as:

- Domestic violence hotlines
- National human trafficking hotline (1-888-373-7888)
- Rape crisis intervention
- Suicide hotlines

Notes:

- 1) The grading criteria for all course work and the final semester grade should be very clear. The criteria (scale) for the final semester grade must be included on the grade rosters when submitted to Admissions and Records at the end of the semester.
- 2) If you are teaching LGI and using a reader, you may want to have some information about this in your syllabus.
- 3) If you are using Canvas, you may want to provide access information in your syllabus or as a separate handout.

- 4) We recommend listing all four deadlines for the class: 1) Fee reversal/refund; 2) Add or drop in person to avoid W; 3) Add or drop using Self-Service to avoid W; and 4) Drop with a 'W' in person or on Self-Service (to avoid a letter grade). This information can be located at <https://www.fresnocitycollege.edu/admissions-aid/admissions-and-records-office/updates.html>. Please check with the Division Administration Aide for non-18-week classes. You may also check your Self-Service Roster for dates specific to your class.
- 5) Students who are part of a special program, such as EOPS, CalWORKs, or Veterans Services, may receive funding for required and/or recommended textbooks, materials, and supplies. It benefits students if faculty list both required and recommended items. Examples include binders, presentation boards, composition notebooks, and folders.