

Course Administration

It is the responsibility of the faculty member to supply to each student in each credit course that she/he teaches a copy of the syllabus for the course within the first week of class or 6 hours of class time, depending on class format. The syllabus will contain the following information at a minimum:

1. Course Prefix, Number, Title of the Course and Credit Hours
2. Current Semester, Module, or Term
3. Location of Course (College, campus or specific off-campus site)
4. Name of the Professor, Office Phone Extension, Office Hours and email address
5. Author, Title, and Publication Dates of All Required and Recommended Texts
6. Course Prerequisites
7. Course Description (The course description should correspond to the description published in the college catalog. Make reference to the course meeting requirements in diversity, women's studies, and reading comprehension.)
8. Course Goal and Learning Outcomes (Course goals and learning outcomes should be aligned with the goals of the degree program/major and general education requirements.) Include components of critical thinking, leadership, writing, research and technology.
9. Course Objectives (Present objectives as specific steps that students will take to accomplish the course goal.)
10. Course Alignment to Standards (if applicable)
11. Teaching Methods, Activities and Materials
12. Evaluation Methods
13. List of All Major Topics Covered in the Course
14. Method of Computing the Course Grade
15. Course Schedule (In table format, the schedule should include the week number, participation/assignments/readings/exams/quizzes, day of week due, possible points, method of submission)
16. Requirements for Class Attendance and Work Policy:
 - Study after study has linked successful academic performance with good class attendance. Those who assume positions of responsibility (that is, who become leaders) must “show up” in order to be effective. Therefore, all candidates are expected to attend all class sessions. Furthermore, only the candidate can make contributions to the class and all candidates suffer when viewpoints of colleagues are missed in discussions.
 - Candidate’s Responsibility: Candidates are responsible for obtaining assignments for each class and keeping track of any changes throughout the course. If the candidate is unsure about any assignment or assistance is needed, the instructor should be the first contact.
 - Late Work: Assignments, including postings on discussion threads in online courses, are to be completed on time according to the timeline posted by the instructor. It is important to keep up and complete work on time. Late assignments will NOT receive full credit.
 - All candidates are expected to check their Midway College email address daily for updates or course information. Online candidates are expected to resolve any online

issues in order to participate. Candidates are expected to actively participate in class discussions or (threaded) on the online discussion board by sharing ideas and experiences. Ideas and experiences should relate to readings, activities and experiences. Postings to the discussion board at the end or after the weekly timeline is equivalent to missing a face-to-face class.

17. Writing Policy:

- Written assignments must be typed, double-spaced, with one-inch margins and 11 or 12-point font.
- Academic writing should be in edited standard written English. Colloquial language and dialect are appropriate in other contexts, but edited standard written English is the norm for academic work. Avoid the use of the first person (I, we) and the second person (you) in prepared writing (i.e. papers) in this course. Even when you are asked to state your opinion, your reader will assume the ideas are yours unless you specifically say that they belong to someone else.
- The professor expects that candidates have knowledge of appropriate forms of documentation and use it where appropriate. Use the APA format and style of notation to credit all sources, not your own.
- Academic Honesty Policy: Please review the policies in the Midway College Catalog. Academic dishonesty, including cheating, fabrication and plagiarism is regarded as an act of fraud and will be reported to the appropriate Dean. Proper documentation is necessary for maintaining standards regarding academic honesty. Any candidate needing assistance in understanding appropriate documentation should consult with the professor and/or seek other help.
- There is a craft to writing. Spelling, grammar, punctuation and diction (word usage) are all tools of that craft. Writing at the collegiate level will show careful attention to these elements of craft. Work that does not exhibit care with regard to these elements will be considered as inadequate for college writing and graded accordingly. The following website may be a helpful writing resource.
http://www.ivcc.edu/rambo/tip_formal_writing_voice.htm

18. Midway Candidates with Disabilities: It is the policy of Midway College to accommodate individuals with disabilities pursuant to federal law and the College's commitment to equal educational opportunities. It is the responsibility of the candidate to request accommodations through the ADA procedures of the college found in the catalog and student handbook.

19. Bibliography/Resources