

Glendale Community College District

4261

Administrative Regulation

CLASS OVERVIEW

The class overview will include all of the information identified by the headings, although that information need not be presented in the format shown. The description following each heading is to be taken only as an example of the information to be given under that heading.

- a. Rationale
The reason for offering the course should be stated. If in doubt, check the official course outline.
- b. Prerequisite(s)
The prerequisite(s) can be copied from the catalog and official course outline.
- c. Course Objectives
Students should understand what the course aims to teach them.
- d. Student Learning Outcomes
Students should understand what learning outcomes are expected.
- e. Attendance/absence/tardiness policy
Emergency should be clearly defined (serious illness or death of close family member, student's illness corroborated by a physician, jury duty, earthquake, flood, fire, etc.) Students should be informed precisely of the results of too many unexcused absences or tardies.
- f. Grading method
Student should be informed of the teacher's method for arriving at grades.
- g. Exam makeup policy
Students should be told how many exams, if any, can be made up, how they are to be made up and where.
- h. Students with Disabilities
All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.
- i. Academic Honesty policy
Students should be advised that Glendale College has an Academic Honesty

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4261

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policy and told where it can be found. Incidents of academic dishonesty should be referred to the Vice-President of Instruction's office.

- j. Course materials
Students should be informed about the textbooks and other materials for the class and told whether each is required or recommended.
- k. Class requirements and instructor expectations
This section states the instructor's expectations for the class. It also explains special requirements specific to the class, such as lab requirements, excursions, outside projects, etc.
- l. Electronic device policy
Each faculty member is encouraged to include his/her electronic device policy on the course syllabus.
- m. Office hours and telephone number
Full-time faculty members should list their office location, office hours, and office telephone number. Adjunct faculty members should inform students how to reach them.
- n. Schedule of assignments
The schedule of assignments should cover the contents of the formal course outline and should reflect a tentative schedule of topics and assignments so students know what is expected of them.

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By the end of the second class meeting, the instructor will provide to all students a written copy of the class overview. For online or hybrid courses in which a significant portion of the instructional materials are only available online, it is allowable for the class overview to be provided in electronic form only. For all other classes, while distribution of the class overview in electronic form is allowed, the instructor of each such class must inform students that a paper copy is available upon request.

Each instructor will address the objectives specified in the course outline on file in the Office of Instruction.

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Each instructor will provide the evidence of compliance (examples: class overview, sample examinations, student work) requested by the division chair or appropriate administrator or designee. Failure either to teach in accordance with the current course outline or to provide the requested evidence will be incorporated into the instructor's evaluation.

A statement will be included in the catalog stating that the student can expect to receive a copy of the Class Overview by the end of the second class meeting.

Reference:

- Title 5 Sections 55201 (b)

Board Policy

None

Adopted 12/8/15