

Administrative Regulation 6141.7

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.

I. Rationale

The reason for offering the course should be stated. If in doubt, check the official course outline.

II. Prerequisite(s)

The prerequisite(s) can be copied from the catalog and official course outline.

III. Course Objectives

Students should understand what the course aims to teach them.

IV. Student Learning Outcomes

Students should understand what learning outcomes are expected.

V. 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.

VI. Grading method

Student should be informed of the teacher's method for arriving at grades.

VII. 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.

VIII. 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.

IX. Academic dishonesty policy

Students should be advised that Glendale College has an Academic Dishonesty policy and told where it can be found. Incidents of academic dishonesty should be referred to the Vice-President of Instruction's office.

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X. Course materials

Students should be informed about the textbooks and other materials for the class and told whether each is required or recommended.

XI. 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.

XII. Electronic device policy

Each faculty member is encouraged to include his/her electronic device policy on the course syllabus.

XIII. Office hours and telephone number

Full-time faculty members should list their office location, office hours, and office telephone number. Adjunct faculty members should also inform students how to reach them.

XIV. 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.