

Required of all faculty by the 2nd class meeting.

CLASS OVERVIEW

The class overview shall include all of the information identified by the headings (not necessarily in this order or format). In most cases, 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 and Student Learning Outcomes
Students should understand what the course aims to teach them and what learning outcomes are expected.
- IV. 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.
- V. Grading Method
Student should be informed of the teacher's method for arriving at grades.
- VI. 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.
- VII. Academic Honesty Policy
Student should be advised that Glendale College has an academic honesty policy and be told where it can be found. Incidents of academic dishonesty should be referred to the Vice-President of Instruction's office.
- VIII. Students with Disabilities (note: this language is required on each course overview/syllabus. Additional information can be added to the statement, if desired.)
All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.
- IX. Course Materials
Students should be informed about the textbooks and other materials for the class and told whether each is required or recommended.
- X. 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.

XI. 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.

XII. 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.

XIII. Electronic Device Policy

Each faculty member is encouraged to include his/her Electronic Device Policy on the course syllabi.