

# Syllabus Guidelines (in-person classes)

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Below are the standard components of a syllabus: the first section contains required elements; the second section contains recommended elements. Check with your division/department for additional required information or alternate headings/organization. Be sure to consider the organization and clarity of your syllabus when presenting information--the key is to cover all necessary points in a logical, organized manner that is easy for students to understand.

To meet accreditation standards:

The course syllabus should be distributed to students during the first week of class. Digital copies of your syllabi should be submitted to division/department chairs by the end of the first week of classes. Course credit (grades) should be based on student attainment of course learning outcomes. It is expected that “faculty distinguish between personal conviction and professionally accepted views in a discipline;” information should be presented “fairly and objectively” (ACCJC Standard 1.C.9). Further guidance on instructing on controversial matters is contained in Article IV.A in the 2015-20XX UHPA 2017-2021 contract.

## **Required**

1. Header Info
  - Course code (alpha #), course title, CRN, semester, credit hours
2. Instructor Information
  - Your name, contact info, office hours, office location
3. Course Information
  - Pre-/Co-requisites and/or recommended preparation
4. Course Description
  - Official course description (from catalog)
  - Course Learning Outcomes
5. Required Materials
  - Required textbooks, software, materials
  - Required technology (software, internet)
6. Grading Policies
  - Course grade components
  - Attendance policy (if it affects course grade)
  - Late work policy (if it affects course grade)
7. Student Responsibilities
  - Academic Honesty (brief statement and link to [HAW 7.101](#))
  - Student Conduct Code (brief statement and link to [HAW 7.101](#))
8. College Policies
  - Title IX → **UPDATED FALL 2017:** [Fall 2017 Title IX language](#)
  - Statement for Students with Disabilities ([Ha'awi Kokua](#))

9. General Course Calendar

**Recommended**

10. Student Responsibilities

- Effort & Time (expected in class + at home time per week)

11. College Policies (use template language)

- Right to Resolve Academic Grievances ([HAW 5.101](#))
- [MySuccess](#) (Early Alert Referral)

12. How to Get Help

- Academic ([Brainfuse](#) online tutoring, [Online Learning Academy](#) tutoring, [library](#), [The Learning Center](#), [Hale Kea](#), PAL [Library & Learning Center](#), etc.)
- [DE Student services](#) (counseling, [mental health therapist](#), financial aid, etc.)
- Technology services ([Laulima](#) Helpdesk, Request Assistance, etc.)

13. In Case of an Emergency, Contact...