



# Del Mar College Syllabus Guidelines

Del Mar College encourages the development of a clear understanding between the student and the instructor of the goals, policies, expectations, and schedule of work for all courses at the College. Therefore, on the first day or during the first week of each course, faculty members at the College distribute a syllabus that describe these elements for every course, as well as any other information that promotes good instruction. The syllabus may be online or on paper. A good course syllabus clarifies in writing the obligations, responsibilities, and expectations of all parties. A syllabus provides for continuity in cases where an instructor is unable to complete a course. Syllabi should address all program accreditation standards as well as Southern Association of Colleges and Schools (SACS) and Texas Higher Education Coordinating Board criteria. These guidelines for syllabi are not intended to infringe on the academic freedom of individual instructors; rather, they are provided to help instructors develop syllabi that encourage understanding between the instructor, the student, and the College.

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## **Del Mar College Syllabi Include the following:**

- Name of the College**
- Name of the Department/Program**
- Department Contact Information**
  - Departmental Office location and contact information
  - Discipline/Program Office location and contact information
- College Mission Statement**

Del Mar College provides access to quality education, workforce preparation, and lifelong learning for student and community success.
- Course Title, Number, Description from the Course Catalog, REM Levels, and Prerequisites (if any).**
- Course Descriptions**
  - **Del Mar College Catalog Course Description**

Available from: <http://www.delmar.edu/catalog/>

*Example:*

**Del Mar College Catalog Course Description:**

SPCH 1315: Fundamentals of Public Speaking: (3-0-3) 2310015335

Introductory course in theories and practice of speech communication behavior in public communication situations. Includes listener and audience analysis with an emphasis on research, organization, and delivery of informative and persuasive presentations.

Prerequisite: Successful completion of remedial English and Reading

*Assessment Levels: R3, E3, M1*
  - **Texas Higher Education Coordinating Board Academic Course Guide Manual**

Available from: <http://www.thecb.state.tx.us/reports/pdf/6309.pdf>

*Example:*

**Texas Higher Education Coordinating Board Academic Course Guide Definition:**

SPCH 1315: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

*Semester Credit Hours: 3, Course Contact Hours: 48*
  - or **Texas Higher Education Coordinating Board Workforce Education Course Manual**

Available from <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>



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*Example: AERM 1350: Landing Gear Systems - General principles of inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation, and fundamentals of safety procedures.*

## ☐ Course Meeting Information:

### **Semester, Sections, Length, Credit Hours, Modality/Location**

#### **Examples:**

- Summer 1, 2016 - Section 708 - Six week Course - 3 Credit Hours - Online
- Fall 2016 - Section 150 – Sixteen week course -3 Credit Hours - East Campus, Coles Building Rm. 206

#### • **For Campus-Based Courses:**

**Semester, Section Number, Course Length, Credit Hours, Meeting Times, Location** (Campus, building and room number)

#### • **For Campus-Based Courses, Web-Enhanced** (100% on campus but using Canvas or other platform, such as a MyLab platform from the publisher.)

**Semester, Section Number, Course Length, Credit Hours, Meeting Times, Location, Web-Enhanced Statement**

**Example:** Use of an internet-based platform is required in this course.

#### • **For Hybrid Courses:**

**Semester, Section Number, Course Length, Credit Hours, Meeting Times for on-campus days, Location, Online Schedule**

#### • **For Online Courses:**

**Semester, Section Number, Course Length, Credit Hours, Online Meeting Statement, Online Schedule**

#### **Example:**

This course meets Online. It will follow the same schedule as the semester in which it is offered. THIS IS NOT A SELF-PACED COURSE. Assignments must be submitted for grading as indicated in the course schedule.

#### • **Time Expectations for Hybrid and Online Courses** (Contact hour statement)

#### **Example:**

- Distance Learning Courses (online) require the same time commitment as on-campus classes.
- Summer courses, while shorter than a Fall or Spring semester course, are required to meet the same number of contact hours.
- For a three credit hour course, a student should plan to spend at least 9 hours per week on class and coursework.

## ☐ Instructor Information:

- Name
- Phone number
- Official DMC email address
- Office location
- Office hours (physical and virtual). For adjunct faculty who do not have a physical office on campus, this can be a statement of availability before and after class.
- Learning and Teaching philosophy

#### **For online faculty, also include:**

- A set time of availability for virtual office hours
- Communication Preferences

#### **Example:**

**Email is my preferred method of communication.** I am accessible via email from 8:00 am until 5:00 pm during the week. If you need to make a personal appointment, please call 361-698-\*\*\*\* or email me at (**official DMC email address.**)



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- A statement outlining a time-frame in which a student can expect a response.

**Example:**

I will respond to email messages in a timely manner (usually within 24-hours on weekdays) but please realize that an immediate response is not always possible. I encourage that you refer to the material posted to the Canvas page for answers to questions prior to calling or emailing.

**Software and Technical Requirements and Helpdesk Information**

Provide information regarding technology skills and requirements. If requiring specific programs or formats, explain those here. If the programs go beyond basic word processing software, provide links to tutorials and resources for the students.

- Require students to complete a Canvas Orientation if teaching web-enhanced, hybrid or online.

**Example:**

**This is an online course.**

- All students must complete the [Canvas Orientation Module](#) before being granted access to course modules.
- Students are responsible for mastering the technology requirements of this course.
- All students are required to have access to the Internet and have the equipment needed for the course. The college does not provide computers or devices for students.
- Some assignments will require the use of a desktop or laptop. Other assignments maybe completed through the use of a mobile device (Smartphone or tablet)

- For computer and browser information, go to <http://www.delmar.edu/helpdesk>

**Note:** If you are having technical issues, contact the Del Mar College Help Desk (361-698-2330). If you are having difficulties with assignments and other course-specific issues, contact your instructor.

- Software: All assignments must be submitted in Microsoft format (MS Word, MS PowerPoint, MS Excel). Other formats are not compatible with the grading software and will not be accepted. Assignments completed in Google Docs must be converted to Microsoft Word (.docx) prior to submission.

**Course Materials**

- List of Textbooks (including the ISBN for each text)
- e-Book information (if available)
- Materials
- Equipment (ex: webcam)
- **Requirements for Specific Programs:**
- GPA, Testing, Licenses, Additional Time, Specialized Equipment, etc.

**Course Learning Objectives**

- **ACGM Learning Objectives**

**Texas Higher Education Coordinating Board Academic Course Guide Manual**

Available from: <http://www.thecb.state.tx.us/reports/pdf/6309.pdf>

or **Texas Higher Education Coordinating Board Workforce Education Course Manual**

Available at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

- **DMC Course Learning Objectives**

Departmental and/or Instructor's Objectives

- **Optional: THECB Core Objectives**

Available from:

<http://www.thecb.state.tx.us/index.cfm?objectid=427FDE26-AF5D-F1A1-E6FDB62091E2A507>

**Course Evaluation Information**

- The grading scale used for the course



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**Example:**

A = 90-100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

- A statement of what assessment (testing) techniques will be used to evaluate students, including information on grading policies and how the evaluation activities will be weighed.

For Specialized/Vocational/Technical Programs

- Clearly defined capstone
  - Secretary’s Commission on Achieving Necessary Skills (SCANS) standards
  - Program Accreditation Agency Requirements
- **The Del Mar College Grading system. (Required by SACSCOC to be in each syllabus)**

**Del Mar College Grading System**

Refer to the [Del Mar College Catalog/Academic Policies](#) for more information regarding Grades. At the end of each semester, the grades and credits awarded are posted to your official academic record. Your grades may be accessed using WebDMC at [www.delmar.edu/webdmc](http://www.delmar.edu/webdmc). Grades are not mailed to the student.

At Del Mar College, grades are expressed in letters that are equated in points used in calculating the cumulative grade-point average. Del Mar College uses a four (4.0) point system of grading. Four grades (A, B, C, D, F, R, P) indicate that the course was completed for credit and a grade was awarded. Two grades (I, W) indicate that the course was attempted and not completed. One grade (AU) indicates that the course did not earn credit. One grade (CR) indicates credit earned for courses accepted toward program completion and graduation as a result of evaluation, credit by examination, or other validations of course-required knowledge and skills. One grade (X) indicates that a grade has not been assigned.

**Testing Statement:**

For Distance Learning Courses, provide a description of how testing will be conducted. (Testing Center, in-Class Exams, Online Exams, Proctored Exams)

For information on Proctored exams, contact the Testing Center at 698-1645 or E-Learning at 698-1312.

**A Tentative Schedule of Topics**

- This can be an overview of the course, a daily schedule, or a weekly outline.
- If Assignments are listed and dated in Canvas, it can be a directions to the Syllabus tool in the course navigation.

**Course Expectations and Student Responsibilities:**

This section contains content developed by the Instructor and/or Department that is relevant to the course.

**Possible items:**

- Assignment Submission Policies and Procedures.
- Late Assignment Policies
- Technology in the Classroom Policies
- Safety and Health Rules (if relevant to the course)
- For online classes, amount of time commitment/engagements per week.



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- Online Communication Guidelines (For any Web-enhanced, Hybrid, or Online Course)

**Example:**

In communicating with the Instructor and with peers, standards of civility and netiquette are to be used.

Because this course incorporates group interactions, it is expected that students will have comments posted to the discussion pages on schedule for other students to be able to complete their portions of the assignments. When posting comments and when engaging in other acts of communication with the instructor and with the students enrolled in this course, it is required that each person demonstrate common courtesy and respect to each other. Acts of rude, sarcastic, obscene, or disrespectful communication and behavior have a negative impact on the learning process and are subject to disciplinary actions as set forth in the Del Mar College Student Code of Conduct.

☐ **Attendance**

Provide a statement outlining the course attendance policy. Keep in mind that Federal Regulations under Title IV now require a measure of student engagement as verification of student involvement in a course. Please see the sample below from an online course syllabus. **This information must be included in all online course syllabi.**

Active, weekly engagement in this course is required. If a student does not demonstrate the required number of contact hours, credit cannot be granted for the course. (Refer to the time expectations at the top of this syllabus). Logging in without active participation cannot be considered engagement.

As defined in the Code of Federal Regulations, (U.S. Department of Education) methods for determining Academic attendance and attendance at an academically-related activity shall be include, but are not limited to—

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an exam, an interactive tutorial, or computer-assisted instruction;
4. Attending a study group that is assigned by the institution/instructor;
5. Participating in an online discussion about academic matters; and
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and

**A student is not considered to be in attendance in situations** where a student may be present, but not academically engaged, such as—

1. Logging into an online class without active participation; or
2. Participating in academic counseling or advisement.

☐ **Academic Integrity and Student Conduct Statement**

**Example:**

Students enrolled at Del Mar College are expected to do their own work. Any student caught copying, cheating, plagiarizing or committing any other acts of scholastic dishonesty as defined by the Del Mar College Student handbook (see below) will be subject to disciplinary actions by the instructor as well as by the college. In the event of any such act of Scholastic Dishonesty, the instructor reserves the right to:

- Award a failing grade on the assignment to all persons involved, or
- Drop the student or students from the course. In the event that the act of Scholastic Dishonesty occurs after the last drop date of the semester, a grade of "F" will be given for the course.
- In any and all cases of scholastic dishonesty, whether a failing grade for the assignment is given or the student is dropped from the course, the instructor will submit the names and documentation to the Dean of Students to be attached to the student(s) Academic Record and for further disciplinary action by the College.



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**Include a reference to the Code of Student Conduct. To view or link to the Viking Central Student Resource Center Code of Student Conduct page, follow this URL.**

<https://delmar.instructure.com/courses/1353014/pages/student-code-of-conduct>

**Disability Services Statement**

Include a statement regarding how a student can request disability accommodations

Example:

Disability Services [\\_\(http://www.delmar.edu/disability\)](http://www.delmar.edu/disability)

Individuals with disabilities, senior citizens, adult reentry students, and students who qualify for federal funds programming can find assistance in the Office of Disability Services, located in the Harvin Center, Rm. 188 on the East Campus (Telephone: 361/698-1298.) and in the Coleman Center, Rm. 106 on the West Campus.

Student Support Services

The Transition Center is available to help students in three areas.

- 1.) If you need disability accommodations, please contact Disabilities Services (698-1298) so disability accommodations can be met.
- 2.) For counseling about personal issues, contact the Counseling Office at 698-1586.
- 3.) For retention help, contact Retention Services at 698-1285.

Veterans Services

Del Mar College's programs are approved for those who wish to attend and receive benefits under the Post-9/11 GI Bill (Chapter 33), Montgomery GI Bill-Active Duty (MGIB-AD-Chapter 30), Montgomery GI Bill-Selected Reserve (MGIB-SR-Chapter 1606), Reserve Education Assistance Program (REAP-Chapter 1607), Veterans Education Assistance Program (VEAP-Chapter 32), Education Assistance Test Program (Section 901), Survivors' and Dependent's Educational Assistance Program (DEA-Chapter 35), Vocational Rehabilitation (Chapter 31), and the National Call to Service Program. For more information, visit their webpage at

<http://www.delmar.edu/veteran/>

**End-of-Course Evaluation**

Include a reference to the end-of-course evaluation used to measure course or faculty effectiveness.

**Example:**

Del Mar College uses an online evaluation platform. Your course may be selected for evaluation. If selected, you will receive a notification email to your WebDMC email address mid-way through the semester explaining how to access the evaluation. If you are using Canvas, you can access the Course Evaluation through the tool in your navigation bar. (If your course does not appear in the Canvas link, this means this specific section of the course has not been selected for evaluation.) Faculty will not receive your responses to this evaluation until after the course has been concluded and grades have been officially submitted.