Course Syllabus Guide – Itasca Community College

The course syllabus is intended to provide students with information on the course content, course requirements, and course expectations. The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information, which reflects the creative work of the faculty member. ICC faculty are responsible for providing a course syllabus to students on the first day of class. A copy shall be provided to the Academic Affairs coordinator within a maximum of one week from the first class meeting. These syllabi are kept on file in the Academic Affairs office.

The syllabus must contain the following items:

**College Information**: List the college name and instructional site

**Course Information**: List the semester and year, course prefix and number, full title of the course, any prerequisite for the course and times/hours per week the course will meet.

**Instructor Information**: List your full name, office number, office phone number, office hours, email address, and if you want to, mobile and/or home phone number.

**Course description**: use description from most recently approved course outline (available on the shared drive)

**Textbooks and material**: List the textbook(s) and other materials or supplies students need for the course.

**Course Learning Outcomes**: Give the instructional objectives describing what outcomes students will achieve in the course. Include:
- Course-specific outcomes from most recent course outline. (You can add additional outcomes if you wish, but you must include and teach to these outcomes.)
- ICC Foundational Goals met by the course
- MnTC or program-level outcomes met by the course

**Student Evaluation**: List of major assignment, how student achievement of learning outcomes is assessed, and how grades are assigned. Include major projects and/or labs as appropriate.

**Student Requirements**: Expectation of students, including assignments, outside work or activities, class participation, safety expectations, attendance policy (what students should do if they are absent), etc.

**Academic Integrity**: include an appropriate statement that explains ICC’s academic integrity policy and how academic integrity is addressed in the course. The academic integrity policy is available to students in the ICC Student Handbook.

**Date and Time of Final Exam**

**Disability Services Statement**: use one of the approved versions provided by disability services. (Located at end of this document)
Additional Items:
- If the course has a major lab component, it is important to state what percentage of the grade (or the number of credits) for the course that are associated with the lab portion of the course.
- If the course has a specific and relevant software package, it should be noted in the syllabus.
- Policies that affect student performance, including late penalties, attendance policies (including the requirement that we report non-attendance to financial aid), policies for missed tests or quizzes, extra credit, etc.

Optional, but recommended items:
- List of resources for student support, including counselors/advisors, library information, tutoring availability
- The college statement on Assessment of Student Academic Achievement:
  *Itasca Community College is committed to continuous improvement of student academic achievement. The College is engaged in the assessment of its academic programs and courses to assure that student learning is not only occurring but also improving. Further, classroom assessment by individual instructors discovers what is working in the particular classroom to facilitate learning. At each of these levels of academic achievement – classroom, course and program – you, the student, will be asked to participate to enable the college to improve its product, which is your learning and training. Assessment is a means to evaluate the learning and training process and is separate from the grading process. Your participation will be solicited and appreciated.*
- Emergency Procedures: Provide general instructions regarding emergencies specific to the course or classroom.
- ICC’s Affirmative Action Statement:
  *Itasca Community College is committed to promoting equal educational and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, reliance on public assistance, or organizational membership.*
- Student Civility Statement:
  *It is essential that instructors and students maintain a safe and mutually respectful environment in which they can teach and learn. Any student behavior that is threatening or distracting to instructors, students, or the learning experience is unacceptable and will not be tolerated at Itasca Community College. Consequences for such unacceptable conduct may include a verbal reprimand, temporary or permanent removal from a class, or expulsion from Itasca Community College. Instructors have the right to request a meeting with the disruptive student and an administrator if they feel such a meeting is necessary. Students also have the right to ask for the attendance of another college employee at the meeting.*
- Financial Aid Note:
  *Before you deposit/cash/spend any financial aid overage direct deposit/check, be advised that funds included in a financial aid overage may include federal/state financial aid dollars (grants, loans, etc.). If you officially withdraw from ICC or stop attending classes (unofficially withdraw), you likely will be required to PAY BACK a portion of your federal/state financial aid (grants, loans, etc.). Financial aid is EARNED over the entire semester. If you stop attending, you will likely owe ICC immediately for the portion of aid you did not earn. Owing a balance to ICC prevents future registration at ALL Minnesota State colleges/universities. If not paid off, collection costs will be added to the balance owed. For more information, see ICC’s Withdrawal and Refund Policy found at [http://www.itascacc.edu/policies](http://www.itascacc.edu/policies)
Use one of the following disability services statements or create your own version which includes similar information. Feel free to contact Office for Students with Disability at 218-322-2433 or ann.vidovic@itascacc.edu if you have any questions.

- Anyone who feels they may need an accommodation based on the impact of a disability should contact me to arrange an appointment to discuss their needs. I rely on the Office for Students with Disabilities for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously contacted the Office for Students with Disabilities, I encourage you to do so; they are located in Backes Student Center right across from the bookstore.

- The college will make reasonable accommodations for persons with documented disabilities. Students should notify the Director of the Disability Services/Office for Students with Disabilities (located in Backes Student Center right next to the Bookstore) and their instructors of any accommodation needs as soon as possible.

- Itasca Community College abides by Section 504 of the Rehabilitation Act of 1973 which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, health impairments, hearing, and sight or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact OSD Office for Students with Disabilities at 218-322-2433 or ann.vidovic@itascacc.edu so accommodations may be arranged.

- I encourage students with disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit/hyperactive disorder, to contact the OSD-Office for Students with Disabilities at 218-322-2433 or ann.vidovic@itascacc.edu

- If you have a hidden or visible disability which may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with the Office for Students with Disabilities (located in Backes Student Center right next to the bookstore). This office is responsible for coordinating accommodations and services for students with disabilities.

- The College will make reasonable accommodations for person with documented disabilities. Students should notify the Office for Students with Disabilities (located in Backes Student Center right next to the bookstore)