

Ocean County College  
Professor's Syllabus

Professor's Name:

Course Title and Number:

Catalog Description:

Semester:

Office Location: (not required for adjuncts or full-time faculty in semesters other than fall and spring)

Phone Number: [not required for adjuncts, who may provide their department number or the Office of Evening/Weekend Services number: (732) 255-0400 X432]

E-Mail Address:

Office Hours: (not required for adjuncts)

Other Meeting Times: To arrange a meeting with your instructor in addition to the regularly scheduled office hours, please contact your instructor directly or contact the Department of \_\_\_\_\_ (Phone: \_\_\_\_\_/ Email \_\_\_\_\_).

Required Text and other Materials:

Course Learning Outcomes/Objectives (from the Official Course Description):

General Education Goals Addressed in the Course (from the Official Course Description):

Course Standards: (Papers on time, class participation, testing policies, withdrawal policy, etc. Define participation and, if this is included in the final grade, how it is measured and what it is worth.)

Attendance Policy:

Grading scale: (i.e., A = 90 - 100)

Course Outline:

WAC (Writing Across the Curriculum) Assignment: (if applicable)

Statement of Plagiarism: (suggested phrasing) Students should refer to the student handbook and review Policy #5180. Consider defining plagiarism.

Statement about Civility: Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work. [See [www.ocean.edu/civility.htm](http://www.ocean.edu/civility.htm)]

Evaluation of student: (Weight and number of tests and quizzes, papers, projects, class participation, attendance)

Campus Resources and Services: Tutoring is available [a] in the Writing Center for writing assignments in all subject areas, not just English courses, and [b] in the Mathematics Tutoring Center. Tutoring information for all other subjects can be found on the Tutoring page on the college website. In addition, Study Strategy Seminars are scheduled each week and are posted on the college website under "Academics." More information on college services can be found by using the A-Z index on the college website (for example, under "T" for Tutoring or under "S" for Study Strategy Seminars).

Statement of Accommodation: If there is any student in this class who has special needs because of learning disabilities or other kinds of disabilities, please feel free to come and discuss this with me or a staff member in the Center for Academic Excellence.

Disclaimer: Individual faculty members may make reasonable changes to this course outline exclusive of course requirements, course calendar, and grading procedures.

**Commented [AG1]:** Make sure that you are using the most up to date course description. Official course descriptions can be found in The Hub in Connect. Look under academic documents.

**Commented [AG2]:** Make sure you are using the correct term and year. This ensures your credibility.

**Commented [AG3]:** Use your Ocean County College email. Do not use your personal email.

**Commented [AG4]:** Make sure that you use the most up to date text. Include all necessary materials for the course.

**Commented [AG5]:** Check that you have the most up to date objectives. These can be found on the course description. Your assignments/lectures/projects need to be based on these objectives.

**Commented [AG6]:** Please make sure that your assignments and course lectures address these goals. We will be assessing all of our general education courses.

**Commented [AG7]:** This section is very important. The students need to know your policies on these issues. When they appeal grades, this is the section that is checked first. If you do not allow late work, for example, then the students need to know this at the start of the term.

**Commented [AG8]:** The attendance policy is up to your discretion. The college policy is that we expect attendance; you can only penalize students after they miss 10% of the class meetings. For a class that meets twice a week for a 15 week term, this means 3 classes. Again, this section is checked when a student has a grade appeal.

**Commented [AG9]:** Please be clear what your grading scale is so that students know and understand your assessment of their work.

**Commented [AG10]:** This is the calendar of events: lectures, exams, papers due, projects due, drafts due, and so on. You can alter as needed, but having this outline is critical for many reasons.

With a calendar in hand, students can have better control over their schedule.

It is clearer if the course objectives, and general education goals are being addressed.

You can organize your own calendar.

If a substitute instructor must take over the class, then we know what the class needs to cover.

If students appeal grades, or withdrawals, then we can better ascertain what the class covered that day.

**Commented [AG11]:** Please be clear about the policy. You should review the policy yourself. Please define plagiarism for the students. Please provide clear and specific penalties for plagiarism.

**Commented [AG12]:** Important:

You must indicate what assignments you are grading, and how many there are. It helps students understand the class expectations at the start of the term. This is helpful later when students appeal grades or have other concerns. If [1]

**Commented [AG13R12]:**

All individuals should not assume that anything received, sent, or stored in this course or in any course is private. Students' written work, assignments, and test results may be used anonymously for college assessment purposes. Course content, support materials, and communications (including chats, discussions, emails, and any other forms of communication) may be used for quality assurance purposes by authorized college administrators.

Important Notes

The official email communication for students at OCC (firstname\_lastname@students.ocean.edu)  
Failure to pay for this course may result in your being dropped for non-payment.

**Commented [AG14]:** Copy and paste to your syllabus: Campus Resources and Services, Statement of Accommodation, Disclaimer, and Important notes.

Important:

You must indicate what assignments you are grading, and how many there are. It helps students understand the class expectations at the start of the term. This is helpful later when students appeal grades or have other concerns. If you only list “papers,” then the student does not know if that is one, or two, or five. If the student appeals a grade, and you are not available, we do not if you assigned one, or two, or five papers.

Please be very clear what you will evaluate if class participation is being considered.