



OAKLAND COMMUNITY COLLEGE®

SYLLABUS COMPONENTS

Approved by the College Academic Senate
[Date]

Essential Elements

Course Number and Title

Section Number

Course Catalog Description

Classroom Location

Meeting Day(s) and Times

Term and Year

Instructor Name

Instructor Office Location and Office Hours

Instructor Contact Information

Instructor Emphasis and Strategies

Course General Education Outcomes

Student Support Information (e.g., department secretary, lab, Parapro, ASC, ACCESS, Counseling, library, computer resources, tutoring, etc.)

Information on Textbook(s), Supplies, and Necessary Materials

Safety Instructions (<http://www.oaklandcc.edu/PublicSafety/FacultyStaff.aspx>)

Subject-to-Change Notification (i.e., a disclaimer allowing for reasonable revisions to the class schedule by the instructor as circumstances require)

Mandated by Federal Law

FERPA Statement (the version of the statement recommended by the college is below)

Per the Family Educational Rights and Privacy Act (FERPA), college personnel are not allowed to release a student's personal information to anyone, including other students. If you have any questions regarding FERPA, please refer to page ___ in the current College Catalog.

ADA Notification (the version of the statement recommended by the college is below)

Students requiring special assistance (including those affected by the *Americans with Disabilities Act*) should contact the ACCESS office, which will inform the instructor of any special conditions pertaining to their learning.

Mandated by the Faculty Master Agreement

Course Goals

Grading Standards and Practices (e.g., System of Grading, which may include a policy on incompletes, withdrawals, and extra credit; Testing Policy, with policy on make-ups or substitutions; Assignment Criteria, with policy on make-ups or tardiness penalties; Class Attendance, with policy on tardiness and absence affecting grade)

Tentative Schedule of Assignments and Test (i.e., a list of activities, labs, homework, quizzes, exams, papers, etc.)