



Course Syllabus Template

The concept of a course syllabus has changed over the past years from a statement of course content to a much more formal contract with the student, wherein college policies and instructor expectations have to be spelled out in much greater detail. In order to give our students accurate and current information, we have created this tool to assist instructors with syllabus preparation.

In general, we need to give students all the information they need to meet the course expectations successfully. For example, if we don't want to see plagiarism, we need to tell them what plagiarism is and how to avoid it. If we have special needs students, we need to point them toward the resources that will enable their success. If we have specific classroom expectations about cell phone usage, late arrival, etc., we need to tell students about our expectations and the consequences of not meeting them.

This template provides faculty with the information needed to write a complete and comprehensive syllabus. Calendars for the term are also provided. Statements from the various campus areas are updated regularly by those who created them, so **be sure to check each year for new updates, which usually occur in early June.**

Division statements may be attached as needed, and there is room at the end to create special content areas that may be needed in each unique field of study. We have deliberately avoided being too specific about grades, as each area has different needs; instead, we have designed each section so that instructors may delete our text if it is not appropriate and add their own materials. (For example, you may not want or need the day-by-day calendar.) Individual material may be added to any area.

We suggest you create your own template and save it to your desktop for use each quarter. **You should check live links each quarter, as updates in the system and URL changes may deaden old links.** We hope this will save everyone a lot of precious time.

The following points should be kept in mind to ensure optimal accessibility:

- Colors will not be seen by colorblind readers. If you do use colors, please make sure they are **high contrast**. Bright colors may appear as light grey, so use a different font.
- Serifs trip up the screen readers. Arial or Calibri are the best fonts to use.
- Use "Styles" to create Hierarchy – good for the screen readers.
- When using links, actually link it, if you type out the URL address, the screen reader will read out the whole address, which is cumbersome for those using screen readers. When referring students to on-line links, for the visually impaired reader it is better to link

directly to the web site, than to type out the whole address. So, instead of the link entirely typed out for “grading policies,” it should be like this: [Grading policies](#). To do this, copy the address to the notepad, then click on INSERT, then on HYPERLINK. Fill out the language you want to appear in your document, then paste in the address.

- When numbering things, use the list option on the top of Word bar.

(This template has been checked for accessibility.)

As you use this tool, please take note of any difficulties you encounter and send your feedback to Gordon Leighton.



(Add Course Name) Syllabus

(Add Item Number and Year/Quarter)

Instructor:

E-mail:

Phone:

Office location:

Office Hours:

Course Information

• Course Outcomes

[Replace this text with information from the following link to the specific course outcomes from Curriculum Review]

Consult [All Course Outcomes](#) Cut and Paste your official outcomes here. The College keeps this site up to date.

• How Outcomes Will be Met

[Replace this text with a description of how the outcomes will be met for this class.]

• Grading

[Replace this text with a clear explanation of exactly how the course will be graded so there is a basis for evaluating grade disputes. Policies for lateness should be spelled out here if they are not included in your division's statement. If you grade PARTICIPATION, you will need to tell students what you mean.]

The link to the College Grading Policy is located on page 10 of the Course Catalog: [Grading Policy](#)

• Books and Materials Required

[Replace this text with a list of books and materials required to be successful in this class. If expensive materials are required, please list them as "required" so that students may use financial aid funds to buy them. In some cases, materials not officially "required" are not eligible expenses.]

Help with Canvas

The following places are helpful for [Instructors](#) or [Students](#).

Classroom Learning Atmosphere

• Instructor's Expectation

[Replace this text with expectations for students and student success in the class.]

• Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

• Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

• College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

• Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at <http://www.bellevuecollege.edu/titleix/>

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

• Division Statements

[Include any division statements and links.]

Include your division statement on plagiarism in this location.

A common, campus-wide minimum standard regarding student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards. It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

Information about Bellevue College's copyright guidelines can be found at: [College Copyright Policy](#)
This link provides a good, short summary of how to avoid plagiarism: [Avoiding Plagiarism](#)

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for **PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE**.

• Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

[If you plan to use a plagiarism checking service, you should indicate so in your syllabus. Please make sure your penalty for plagiarism does not contradict official college policy. You may find it simplest to not specify a penalty and simply refer all cases to the Dean for investigation. Incident reports can be filed at [Report Concerns](#) or <http://www.bellevuecollege.edu/reportconcerns/>]

Important Links

▪ Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Information Technology Service Desk](#)

• Disability Resource Center (DRC)

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. [Contact Autism Spectrum Navigators](#) (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name **DRCatBC**).

For more information about the services we offer, including our Initial Access Application, visit the [Disability Resources](#) website at www.bellevuecollege.edu/drc

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

• Public Safety

Public Safety and Emergencies

Public Safety is located in the D building (D171) and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response** - We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

• Final Exam Schedule

[Replace this text with information from the link below or add information about your final exam.]
[Final Exam Schedule](#)

In case of an emergency during finals, you should have a plan that you discuss in advance with your students.

Here are some alternative options to consider:

1. Give your students an "I" (incomplete grade) until such time as they are able to take the exam. (This may be a hardship on some students receiving financial aid.)
2. Post the exam on Canvas.
3. Calculate your students' grades based on what they have earned to date. *It's probably best to exercise this option only if it has been clearly spelled out in your syllabus beforehand.*
4. If the campus is still open, but you are not able to safely get here, you can arrange for a colleague or staff member to proctor the exam for you.
5. Check with your chair about other options that may be appropriate to your discipline.

Whichever option(s) you decide to use, be sure to communicate that to your students. Put up a message on the course Canvas site about your plan. In future, please include this information in your course syllabi too.

• Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Course Calendar

[Put your schedule of assignments here.]

• Additional Information

All students should be aware of the many tutorial services provided by the [Academic Success Center](#). If you need free tutorial help, please visit them in D204.

If you feel threatened or see something that may indicate trouble, please report it right away at [Report Concerns](#). We all need to help keep our campus safe for everyone.

Add additional information or special instructions below if needed.