Building the Syllabus

Course Syllabus Requirements:

A syllabus is required for each course and must be given to each student the first week of class. The syllabus is your agreement with the student and it will be used as the basis for resolving conflicts. A copy of your course syllabus should be submitted to either the Associate Dean or Dean's office.

An up-to-date, instructor-developed course syllabus (based on the college-approved course outline) is required for each section of a course. According to Board Policy, the syllabus must include these 10 items: (a sample follows)

1) Course, semester and instructor identification.

2) Conference availability.

3) Required text and supplemental text.

4) Course objectives (general).

5) Attendance policy (explicit rules about attendance, automatic withdrawals and penalties, if any).

6) Grading policy (all factors and weighting).

7) Course requirements (number of quizzes, papers, etc.).

8) Course structure (lab, discussion, etc.).

9) Course content covered each week.

10) A statement of academic honesty and Withdrawal Policy.

11) Academic Support Handout

Term/Year   Course Number and Section
Name of Course
Syllabus

INSTRUCTOR: John Doe
OFFICE: AT 111
PHONE: 708-456-0300 x extension
E-MAIL: email address@triton.edu
OFFICE HOURS: **By appointment**

REQUIRED TEXT: Required Text

**COURSE
OBJECTIVES:**   **The objective of this course is to provide the student with an
introductory knowledge of problem solving building blocks, to
assist him in programming problems for computer solution.**

**Upon successful completion of the course requirements, the
student will be able to:**

1. **Clearly define, thoroughly analyze, and create algorithms for
basic business problems for computer solution.**

2. **Prepare structured flowcharts and write pseudocode, which
serve as documentation for these business problems.**

3. **Code programs for computer input.**

4. **Debug and interpret computer output.**

ATTENDANCE: **All students are expected to attend every scheduled class. Class
attendance and participation will be used in computing your final**

grade. After the 3rd absence you will be withdrawn from the class. It is your responsibility to ask about any material or assignments missed.

6) Grading Policy- includes percentages and how much weight is put on each activity. Your make-up policy explicitly explained.

7) Course Requirements- along with grading, you should indicate the number of quizzes, assignments and papers there will be.

GRADING SCALE:

A 100-90%
B 89-80%
C 79-70%
D 69-60%
F 59% or below

FINAL GRADE:

Tests	30% (2)
Quizes	15%
Homework and Programs	35% (16 or more)
Attendance & Participation	5%
Final exam	15%

MAKE-UP EXAMS:

Requests for make-up exams will be granted under the following conditions:

1. There is a good reason for missing the exam

2. The exam is made up before class within a week after the exam was given in class.

3. The score obtained will be reduced by 5% of the total possible for that exam.

8) Course Structure: Describe whether class will be lab, discussion, etc. and other requirements of the students.

OTHER REQUIREMENTS:

There will be many (possibly daily) quizzes. The 4 lowest ones will be dropped at the end of the semester.
The specifications for the assignment must be followed regarding the specific language commands that must be used to solve the problem.
All programs are due at the end of the next class period unless otherwise stated. 25% will be deducted from the program for each week late. No credit will be given for a program more than 3 weeks late.
The lab portion of the class is a requirement unless you are up-to-date with all of your assignments. Surfing the web is not permitted in the lab unless you are up-to-date. Homework and programs are to be the sole work of the student submitting the assignment. If you cannot reproduce the program or a similar program under the supervision of the instructor, you will not be given credit for that program.

9) Course content covered each week. Have a layout of which chapters will be covered each week. You may also include dates of quizzes, exams and assignments. A simple table works well and you may also want to indicate the last day to withdraw and still receive a W.

Week	Lecture	Reading Chapters
1	Topic	1,2,3
2	Topic Quiz #1	6-8
3	Topic	9, 11
4	Topic	13-14
5	Topic Quiz #3	15,17
6	Topic	18-20
7	Topic Midterm Group project due- 10/20	21-23
8	Topic	24-26
9	Topic Quiz #4	27-28
10	Topic	30
11	Topic	31-32
12	**November 20th Last Day to Drop With a "W"!!!**	33-34
13	Topic	35-37
14	Topic	40
15	Topic Final paper due	
16	Final Exam	

Statement on Academic Honesty

Academic honesty is expected from students enrolled in all courses and programs and violations of this expectation will not be tolerated. Academic achievement is built on personal commitment, honest work and academic development. The Triton College faculty promote and expect these qualities in their students. Personal commitment belongs to the student; without it, achievement is improbable. Academic development flows from the teaching and learning process; faculty and students contribute to this equally.

Underlying academic achievement, however, is the need for honest, independent work from the student. Cheating, in all its forms, is unacceptable. Examples include copying someone else's work or answers, using materials hidden on one's person, obtaining and using tests and answers in an unauthorized fashion, and appearing for a test in the place of someone else. These and other such fraudulent acts violate the basic expectations of the college.

On another level, dishonesty is less simple to define, explain or discover, but equally as serious. Plagiarism is understood as presenting someone else's words, data, work and ideas as one's own. It is important to remember that the rule applies not only to the actual material of the original author but to the structure of its ideas and to those ideas themselves, even in paraphrase.

When using such material, a student must always identify the source clearly and acknowledge the fact that the material is borrowed. Simply copying such material is not sufficient proof of academic development and achievement on the part of the student. Independent work is always expected.

The consequences of a violation of the expectations of academic honesty begin with the instructor concerned. Refer to "Student Unethical Practices" for more specific information.

Class Withdrawal Policy

A written notice of withdrawal is required when the student desires to drop the class. The official withdrawal date is the date of notification of withdrawal.

A student may be withdrawn from classes by completing a withdrawal form. Failure by the student to complete a withdrawal form or to request withdrawal in writing may result in an "F" grade for the course.

A student may also be withdrawn on the recommendation of the instructor. Withdrawal may also be made necessary for lack of academic or social discipline.

ACADEMIC SUPPORT

The following resources are available to support your academic success at Triton College. Some of these resources require a current Triton ID. To obtain one, visit the Welcome Desk in the College Center. Two forms of ID are required; current class schedule and a picture ID, M-Thursday 8:00 am – 8:30 pm/Friday 8:00 am - 4:00 pm/Saturday 8:00 am – 1:00 pm. $5 replacement if lost.

Academic Success Center (ASC) – Services include individual and small-group tutoring, academic study skills and college life skills workshops.
Location: Room A-100, on the lower level of the Learning Resource Center (Library)
For information or to schedule an appointment, call (708) 456-0300 ext. 3361.

Educational Technology Resource Center (ETRC) – Resources include computers for drafting/printing papers, color printers, MS office and internet access. Limited tutoring available, please contact the ETRC for more detailed information
Location: Advanced Technology Building (Room M-142)
For more information, call (708) 456-0300 ext. 3265 or 3409.

Library – Resources include over 75,000 books and other materials, 450 current periodicals, e-books and online indexes to journal articles. Computers and printers are available for research purposes. Also available are group study rooms. Laptop computers are now available for student use in the library using College Student I.D. card and your driver's license/state I.D. card. Go to the Circulation Desk to check out a laptop.

Location: The northern of the Learning Resource Building – A building on the campus map.
Reference Desk: (708) 456-0300 ext. 3698 or 3154/Circulation Desk: ext. 3215.

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Fall and Spring Semester
ASC, ETRC and Library Normal Operating Hours are:
Monday-Thursday 8:00 am-10 pm
Friday	**8 am-5 pm**
Saturday	**8 am-4 pm**
Sunday	**12 pm-4 pm**
(Note: please check website for most up-to-date information)

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Counseling Department - Triton College counselors are important people in your college experience from start to finish. Your counselor can help you become oriented to the college and campus, identify interests and skills to assist in selecting a major and a career choice, deal with personal concerns in a private and confidential setting and locate people or places on campus for special assistance.

To schedule an appointment with a counselor, call (708) 456-0300, ext. 3588, or come to the College Center during walk-in counseling or e-mail us at counsel@triton.edu

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Counselors are available both daytime and evenings.
Monday - Thursday 8 am-8:30 pm
Friday 8 am-4 pm
Saturday 8 am-1 pm

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Center for Students with Disabilities - Academic accommodations and campus accessibility are available for students with medical, physical, sensory or learning disabilities who are participating in academic and continuing education programs at Triton.
Location: A-125 and A-141

To request services, contact (708) 456-0300 ext. 3854 or 3917.

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The Center for Students with Disabilities Normal Hours of Operation:
Monday-Tuesday 8:30 am-6:30 pm
Wednesday-Thursday 8:30 am-4:30 pm
Friday 8:30 am-2:30 pm

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