

<Click to Enter Course # (ex. ART-101-101)>
Enter Course Title>

<Click to

Choose semester.

The syllabus is an introduction for students to the course. It functions as the instructor's official communication with students regarding course priorities, policies, required texts, grading criteria, and schedule of assignments. It also outlines the expectations that are necessary for student success.

According to the ECCFA contract (Article 4.31), faculty must provide a course syllabus that includes course information, instructor contact information, office hours, course requirements, course learning outcomes, grading standards, attendance policies, classroom behavioral expectations, methods of assessment, topical course outline, and tentative class schedule.

Throughout this guide to the TLSD Syllabus Template, you will find additional suggestions on what should be included for each category, located in a yellow box like the one you're currently reading. These suggestions provide ideas for further tailoring your syllabus to your personality and course content. The provided Syllabus Template is optional for faculty. The Template Guide notes which sections of the syllabus, regardless of syllabus format, are required per the ECCFA contract.

Each section heading includes a note, in capital letters and that is color coded, to explain which parts of the syllabus are required, which are optional, and which require input to adjust.

Black indicates the section and specified items must be included. The text may be adjusted.

Purple indicates the section is a required part of the syllabus. The text may be adjusted.

Blue indicates the section is highly recommended to include in your syllabus, but not required

Green indicates the section requires you modify it to meet your particular class needs (you can simply enter N/A for sections that do not apply)

To use the Syllabus Template, click the first fillable field at the top (where it says "Click to enter Course #".) After entering the Course #, press the TAB key on your keyboard to move to the next fillable field. All fillable fields are indicated by **BOLD text highlighted in yellow**. Once you begin typing into that field, the bold font and highlighting will go away, and the formatting will return to normal.

For additional resources on crafting a course syllabus, consult [CETL's Library Research Guide on The Syllabus](#). This current version of the syllabus template has been created to maximize accessibility for all students. With any changes made, it is important to maintain document accessibility for your students. Consult [Elgin.edu's Accessible Content pages](#).

Examples of alternative formats for course syllabi that might be adopted include: Sample Syllabus 1 ([Word](#)) ([Google Docs](#)).

Part 1: Course Information [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

COURSE ITEM	DETAILS	COURSE ITEM	DETAILS
Instructor Name	Enter instructor name	Credit Hours	Enter number of credit hours
Instructor Email	Enter instructor's ECC email	Room Number	Enter classroom number
Alternate Email	Enter alternate email or "none"	Start Date	Enter start date
Instructor Phone	Enter instructor phone number	End Date	Enter end date
Alternate Phone	Enter alternate phone number or "none"	Meeting Days	Enter days (ex. MW, TTH)
Office Location	Enter office number	Class Time	Enter start and end times

Office Hours – Student Assistance [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

All students are encouraged to come to Office Hours throughout this semester. These times are scheduled for you to discuss course topics with me in a one-on-one setting. Office Hours are a great opportunity to review past or upcoming assignments, work through challenges in the course material, discuss a topic in further detail, or discuss how to navigate ECC more broadly, as well as your career field.

I invite you to come to Office Hours at any of the scheduled times or to contact me about scheduling a separate time if your schedule doesn't permit your attending the times listed below. Your success in this class is my priority.

In addition to describing Office Hours, you might include reference in this section to any preferred method of communication from students and let students know any expectations for the frequency with which you check your email.

For example: If you have any additional questions or need help, you can post questions in the D2L Discussions forum that I set up for that purpose. You also may e-mail (faculty@elgin.edu) or call or text me (630-555-0372). You can call, e-mail, or text anytime. Typically, I check my texts and e-mail daily and will usually respond within 48 hours, Monday through Friday. If you need to communicate with me quickly, text is usually best.

DAY	HOURS	LOCATION
Monday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours
Tuesday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours
Wednesday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours
Thursday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours

Friday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours
Saturday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours
Sunday	Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, or none)	Enter location of office hours

Course Requirements [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Having the necessary materials and prerequisites listed below are crucial to setting you up for success in this course.

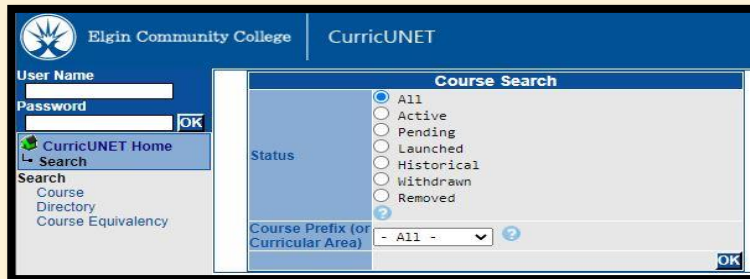
REQUIREMENT	DETAILS
Textbook Required	Enter required textbook information including: title, author, edition, and ISBN
Course Pre-Requisites	Enter any pre-requisites for the course as stated in the ECC catalog
Computer / Software Requirements	Enter any computer or software requirements for the course
D2L Requirements	Enter how students will be expected to use D2L – check grades, access course materials, drop assignments, etc.
Other Required Materials	Enter any other additional materials required for the course including any instructions on how or where students can obtain these materials if applicable
Other Requirements	Enter any other requirements for the course such as travel requirements, health restrictions, scheduled field trips, etc.
IAI Code	Enter the Illinois Articulation Initiative (IAI) designation / code if applicable. Refer to the catalog to find this code.

Course Description [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

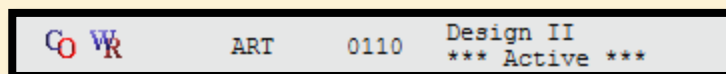
Enter your course description in the field provided as well as your course outcomes. The description and outcomes should be taken from the current course outline found on [CurricUNET](http://www.curricunet.com/elgin) at www.curricunet.com/elgin. You do not need a log to view course outlines. Simply click the “Course” link on the left side of the screen under “View Courses & Programs”.



Then click on the drop down box and select your department, then click “OK”



Here you can view the course outline as well as the course master syllabus, if available. Click the “WR” link to open the course outline in Microsoft Word.



Enter the course description information from the course outline on Curricunet.

Course Learning Outcomes [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Our Course Learning Outcomes detail the skills and concepts that we’ll focus on throughout the course. Your success in these outcomes will help you prepare for future courses, for your career, and for your engagement with your community. By the end of this course, students will:

- Outcome 1
- Outcome 2
- Outcome 3

- Outcome 4
- Outcome 5

Grading Standards [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Grading Policies and Procedures

Enter grading policies and procedures here

This section should include grading related policies and procedures. Specific assignment information should be explained in the “Evaluation/Assessment Methods” section below. Examples of grade policy/procedure information may include:

- quiz policies including how often they are given and if any unannounced quizzes will be given
- exam policies
- where students can find grading criteria used for assignments
- how students can expect to receive feedback on their work (i.e., handed back in class, D2L, etc.); the method of collecting assignments
- how the grades will be provided to the student (i.e., D2L, method for students to calculate their own grades, etc.).

Before withdrawing from a course, you are encouraged to talk with your instructor and your Academic Advisor. Together, they can help you make informed decisions for your academic success.

Grading Summary Table

Use one of the tables provided to list all of the graded items for the course along with their respective point values or weighted percentages and the total number of points to be earned or percent weight (as in the examples below)

Points System

Graded Items	Point Values
6 Homework assignments (20 points each)	120
2 Quizzes (50 points each)	100
5 Chapter Tests (100 points each)	500
Attendance & Participation	20
Final Exam	150
Total Points	890

Weighted System

Graded Items	Percent Weight
6 Homework assignments	15%
2 Quizzes	15%
5 Chapter Tests	30%
Attendance & Participation	10%
Final Exam	30%
Total Percent	100%

Graded Items	Point Values
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Total Points	Click here to enter text.

Make-up Exam and/or Late Work [HIGHLY RECOMMENDED BUT NOT REQUIRED]

This section should include your late work and/or make-up policies. For example, is there a time limit or specific format? (i.e. – the lowest exam grade is dropped and the student is able to make up one exam; however, that exam will be given on the last week of the semester)

Regardless of what the specific policy is and any conditions it has (for example, late essays will only be accepted after the student comes to Office Hours to create a plan on how to complete the work), it is important to communicate that policy in the syllabus.

Enter the policy for make-up exams and any late work policies

Grading Scale [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Letter Grade	Minimum Points / Percentage	Maximum Points / Percentage
A	Click here to enter text.	Click here to enter text.
B	Click here to enter text.	Click here to enter text.
C	Click here to enter text.	Click here to enter text.
D	Click here to enter text.	Click here to enter text.
F	Click here to enter text.	Click here to enter text.

Mid-term & Withdrawal Dates [HIGHLY RECOMMENDED BUT NOT REQUIRED]

Go to [Elgin's Withdrawal Procedures web page](#) to find the mid-term and last day to withdrawal dates for your section. Open the spreadsheet to find the dates; then, add in the yellow fields below. Faculty may choose to include a note about "I" (Incomplete) grades, such as: If unforeseen circumstances will prevent you from finishing coursework by the course end date, communicate with your instructor early. There is a possibility of receiving an extension (grade of Incomplete [I]) to provide you with more time to complete the work.

Course Date	Date
Mid-Term Date	Enter date of mid-term exam

The last day to withdraw from this course with a grade of W is:

Choose withdrawal date deadline (Note: instructors can find the withdrawal date at www.elgin.edu/withdraw)

After the withdrawal date listed above, the only grades that will be assigned are A, B, C, D, F, or I.

Classroom Policies

Attendance, Tardiness, and Student Illness Policy [SECTION REQUIRES INPUT]

Suggested components for this section include the number of days allowed to be missed or tardy and what consequences, if any, will be applied. What are students expected to do to get the information missed? Enter this information into the table below, where indicated, and outline the procedure of what is expected of a student who cannot attend and/or will arrive late.

To learn the course's concepts, provide you opportunities to practice the necessary skills, and allow opportunities for collaborating with your peers, it is important that you attend all classes in which you are enrolled. Be sure to know the attendance policy of each of your instructors.

Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the student's permanent record. Attendance at the first class is expected. Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance.

Policy	Details
Instructor's Attendance Policy	Enter individual attendance policy
Instructor's Tardiness Policy	Enter individual tardiness policy
Instructor's Student Illness Policy	Enter illness policy here.

Behavioral Expectations [REQUIRED. ITEMS SPECIFIED MUST BE INCLUDED, BUT TEXT MAY BE ADJUSTED]

Suggested components for this section include: student participation expectations, expectations that students should have of you as an instructor, study recommendations, what a student should do to be successful in this class, policies regarding cell phone and/or computer use during class time, a list of student responsibilities (e.g. – take notes during lectures, read the assigned textbook pages, lab participation, perform all in-class assignments, participate in class discussions, review material covered in class/labs, etc.), and, if applicable, suggestions for positive student interactions in an online course environment.

To ensure an atmosphere of cooperative learning and respect for all, professional classroom behavior is expected during class. Students are expected to abide by the [Elgin Community College Student Code of Conduct](http://www.elgin.edu/codeofconduct) (see www.elgin.edu/codeofconduct). Because a respectful learning environment is important for the success of everyone in this course, any behavior that violates the conduct norms will

not be tolerated. Professionalism consists of communicating and behaving in ways that are suitable for a public classroom. This includes attending all classes, arriving and submitting work on time, having consideration and respect for others, and using phones and electronic devices for classwork only.

Please contact your instructor if you have any questions or concerns about what is acceptable and productive classroom behavior or if you have additional suggestions for ways to create an inclusive learning environment for everyone.

Enter instructor's behavioral policies if applicable

Academic Integrity [HIGHLY RECOMMENDED BUT NOT REQUIRED]

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information on [ECC's Academic Integrity policy](http://www.elgin.edu/academicintegrity) see www.elgin.edu/academicintegrity.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](http://ecclibrary.elgin.edu/tutorials/WritingYourPaper) at <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. Students may also seek assistance from Librarians as well as the Write Place staff.

If you have any questions about what does and does not constitute academic dishonesty in our course, please contact the instructor so that we can ensure you're confident in the work you submit.

Enter instructor's Academic Integrity policies if applicable

Safety Requirements [SECTION REQUIRES INPUT]

Enter instructor's safety requirements and policies if applicable

Part 2: Course Outline and Schedule

Evaluation/Assessment Methods – Course Assignments [REQUIRED BUT LANGUAGE MAY BE REVISED]

This section should describe all of the course assignments, what format they should be in, and how they will be submitted to the instructor (i.e. – in class, via D2L, other method of submission), etc. If rubrics and/or further information will be provided during the term, indicate so. How the grades will be provided to the student should also be stated (i.e., D2L, rubric, etc.).

To help students understand how the assignments will contribute to their learning, it can be helpful, in the Graded Items table, to insert a row under each major assignment that lists the Course Learning Outcomes relevant to that assignment. This is a helpful exercise for faculty to align assignments with the outcomes and can also communicate to students what the goal of each assignment is.

Describe course assignments how each will be evaluated

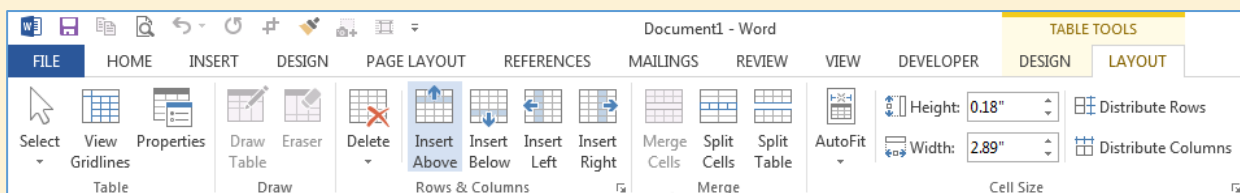
Topical Outline – Class Schedule [REQUIRED BUT LANGUAGE MAY BE REVISED]

The Topical Outline and Tentative Class Schedule must include general topics to be covered and relevant dates for major tests, papers, or other comparable major assignments. The below example table details the topics to be covered as well as out-of-class assignments (with due dates).

It is encouraged to also note any dates that the class will not be meeting (e.g.-holidays, winter recess, spring recess, pre-planned and approved field trips, etc.).

Faculty teaching an asynchronous online course or looking for an alternative example may find this [Alternative Topical Outline Example](#) helpful.

If using the table included, to add a row to the table below, click in any cell in that row and click on the “Table Tools – Layout” ribbon at the top of the screen. Here you will see option to add a row above or below the row your cursor is currently in. You can also delete rows and columns from this same menu (to the left of the “Insert Above” command).



Class Meeting Date	In-Class	Out-of-Class	Due Date
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Part 3: Resources [HIGHLY RECOMMENDED BUT NOT REQUIRED]

Tutoring and Study Labs

Tutoring and study labs are available to students. For more information, visit the [ECC Tutoring web page](#) at www.elgin.edu/tutoring.

Student Resource Guide

Your well-being and academic success are of utmost importance to us all at ECC; therefore, we have compiled resources to assist you. You can view resources in the [Student Resource Guide](#).

Emergency Closing Information

For information regarding emergency closing situations at ECC please visit the college's [Emergency Procedures page](#).

ECC Library

All students are encouraged to regularly visit ECC Library and take advantage of the in-person and online services and resources available. Reference librarians can support you throughout your research process for any of your classes or assignments. They can help you with topic selection, finding resources, citing sources, and more. ECC Library offers a large selection of materials for check out, including books, Chromebooks, and graphing calculators. Private study rooms are also available for student use. For information regarding the ECC Library please visit: [ECC Library](#)

Accessibility and Disability Accommodations

Elgin Community College (ECC) views disability as an important aspect of diversity and is committed to providing an equitable and accessible learning environment for all students. The Student Access & Disability Services office collaborates with students who have disabilities to provide and arrange reasonable accommodations to foster full participation in courses and campus experiences.

If you have a disability (e.g., vision, hearing, speech, psychological, ADHD, TBI, health, intellectual, autism, learning, physical, etc.), please visit www.elgin.edu/ada, complete the "Registration Form" under "New to Student Disabilities Services," gather documentation on your disability, and schedule an intake appointment.

If you have received accommodations in the past at ECC and need accommodation letters for your courses this semester, please visit www.elgin.edu/ada and complete the “Request Form” under “Returning Student” as soon as possible.

While ECC will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with reasonable accommodations to help meet these requirements. The laws state that students do not need to disclose a disability, but if reasonable accommodations are needed, the students must disclose a disability to the Student Access & Disability Services office and provide documentation on the disability during the intake appointment. If students do not follow the intake process through the Student Access & Disability Services office, ECC does not need to provide reasonable accommodations to standard procedures.

If you have any questions, please contact sds@elgin.edu or 847-214-7717.

Wellness Services

Wellness Services focuses on health and well-being to maximize personal and academic growth and development. The mission of Wellness Services is to provide support for personal well-being so students can focus on academic success. We offer students one-on-one sessions about psychosocial issues that impact academic performance. Students may drop in and/or make an appointment in the Student Success office, Building B, room 120. Office hours at Mon-Thurs: 8 am - 7 pm and Friday: 8 am - 4 pm. For more information visit the [Wellness Service web page](https://elgin.edu/life-at-ecc/wellness-services/) at <https://elgin.edu/life-at-ecc/wellness-services/>.

Veterans' Assistance Policy

Elgin Community College would like to thank you for your military service! Whether you are starting college for the first-time or re-entering college, we have services to make your transition from troop to student a little easier. If you have any questions, or for additional information please contact Anitra King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu. Find more information at the [Veteran Services web page](https://elgin.edu/admissions/veterans-services/) at <https://elgin.edu/admissions/veterans-services/>

Spartan Food Pantry

The Spartan Pantry, located in **Building B, Room 175**, is open Monday through Friday each week, and items are free to **all ECC students** regardless of financial need. Students can use the pantry up to two times a week for fresh food, dry groceries, snacks, bottled water, ready-to-eat items, and toiletries such as deodorant, razors, toilet paper, shampoo, and more.

Please visit elgin.edu/spartanpantry for specific hours and more information. Information about how to make a donation and how you might volunteer can also be found at the website listed.

Frequently Asked Questions [SECTION REQUIRES INPUT]

Additional pertinent information regarding the course that has not already been covered in any of the sections above.

Note: As our course progresses, I may need to change elements of the syllabus. When changes are made, I will notify students as soon as possible.