These guidelines for the IEP Syllabus are based on the *Syllabus Guidelines* originally published by CAS and IC on April 28, 2005:

**Introduction:** During Winter Quarter 2005 the Instructional Council created a list of course syllabus guidelines for consideration by members of the Curriculum and Academic Standards Committee. Feedback from members of CAS and IC resulted in creation of a syllabus template (form) for future faculty use.

The original *Syllabus Guidelines* have been modified to include information and policies specific to the Intensive English Program. Although faculty members are not required to copy this format exactly, they are responsible for distributing and explaining all of this information to their students.

**Notes on Definitions:** As a point of clarification, Instructional Council offers definitions they feel are important to this process:

1. **Syllabus:** The document faculty distribute to students in their classes. This document should be consistent with the officially approved course outline on file in the division office and Office of Instruction.

2. **Course Outline (also referred to as master course outline or course establishment form):** The document used to present new or revised courses to the Curriculum and Academic Standards Committee, which identifies key elements that should be reflected in the syllabus for every section of a course taught by different faculty. (Course Outlines: [Summer 2009](#) Fall 2009)

**Examples:** To look at sample syllabi, follow these steps (note that these documents were created before the above syllabus guidelines were created. Faculty members are responsible for adhering to the syllabus guidelines posted here).

- Syllabus Examples: In your Outlook program, in the left hand column go to:
  
  public folders

  - all public folders

  - north campus

  - humanities

  - syllabi
Course Syllabus

I. COURSE INFORMATION

Include:

Course Prefix and Number:
Course Title:
Course Start Date:
Course End Date:
Important Dates:

Note to instructor: Examples are holidays, Collaboration Day, and, VERY IMPORTANT: the fact that final exams take place throughout the last week of the quarter and students should not make plans to leave for vacation until the quarter has ended.

Course Location/Times:
Required Textbook(s):
Required Materials:
Recommended Book(s):

Note to instructor: The program recommends that you ban electronics from your writing classroom on test days. If you choose to follow this suggestion, put this information in your syllabus. We recommend that you have students purchase a paper dictionary. In Spring, 2009, faculty agreed that for levels 4-6 the recommended dictionary would be Longman’s Dictionary of American English, 4th Ed.

II. INSTRUCTOR INFORMATION

Include:

Instructor Name:
Campus phone number:
College e-mail address:
Office Hrs/Availability to students:
Office Location:
Instructor Website: (if applicable)

Note to instructor: We recommend having your course syllabus on your website

III. COURSE CONTENT

Include:

Course Description:

Note to instructor: At a minimum, the description should be the same as the brief description in the Course Outlines: (Summer 2009 Fall 2009) for your class. You are free to adapt or add details.
IV. STUDENT LEARNING OUTCOMES AND ASSESSMENTS

Note to instructor: The Course Establishment Forms have two different sets of outcomes. The first are the NSCC General Education Learning Outcomes and the second are the Course Outcomes/Learning Objectives specific to your class. Listing the NSCC General Education Learning Outcomes on your syllabus is optional. You do need to list or adapt the Course Outcomes that are specific to your class.

IV. COURSE GRADING

Include: Note to instructor: Please include the applicable policy on your syllabus:

Summer 2009:

Reading/Writing/Grammar: Students must have a minimum of 75% in each of the three subjects to pass the class. Students who have below 75% in any of the three subjects, even if their average is above 75%, will have to repeat a class.

Listening/Speaking/Grammar: Students must have a minimum of 75% in each of the three subjects to pass the class. Students who have below 75% in any of the three subjects, even if their average is above 75%, will have to repeat a class.

Computer: Students must have a minimum of 75% to pass the class. Students who are in split level classes will be placed in the computer class that corresponds with their RWG level.

Pronunciation: Students must have a minimum of 75% to pass the class. Students who are in split level classes will be placed in the pronunciation class that corresponds with their LSG level.

Fall 2009:

Grammar/Writing: Students must have a minimum of 75% in grammar and a minimum of 75% in writing to move to the next level.

Reading/Vocabulary: Students must have 75% in reading and vocabulary to move to the next level. Vocabulary is not considered a separate subject.

Listening/Speaking/ Pronunciation: Students must have a minimum of 75% in listening and 75% in speaking to move to the next level. Pronunciation is considered part of speaking and is not a separate subject.

Listening/Speaking/ Note Taking: Students must have a minimum of 75% in listening and 75% in speaking to move to the next level. Note Taking is considered part of listening and is not a separate subject.
**Reading/Writing/Grammar 6:** Students must have a minimum of 75% in each of the three subjects to pass the class.

**SPLIT LEVELS:** If a student is taking classes in two different levels, s/he will be placed in the Reading/Vocabulary class that is the same level as her/his Grammar/Writing class. If a student is a level 5/6 split, that student is officially considered a level 5 student.

**Optional table to modify:**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points Possible</th>
<th>Percent of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scale:**

*Note to instructor:* Recommend referring students to district catalog or department grading scales as appropriate. *Inclusion of this grading scale in your syllabus is optional.*

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Decimal Grade (use this in Inst Briefcase)</th>
<th>Letter Grade (FYI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 – 100</td>
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<td>A</td>
</tr>
<tr>
<td>94-95</td>
<td>3.9</td>
<td>A</td>
</tr>
<tr>
<td>93</td>
<td>3.8</td>
<td>A-</td>
</tr>
<tr>
<td>92</td>
<td>3.7</td>
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<td>A-</td>
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<td>A-</td>
</tr>
<tr>
<td>89</td>
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<td>B+</td>
</tr>
<tr>
<td>88</td>
<td>3.3</td>
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<td>3.1</td>
<td>B</td>
</tr>
<tr>
<td>85</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>84</td>
<td>2.9</td>
<td>B</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade</td>
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<tr>
<td>-----</td>
<td>-------</td>
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<tr>
<td>83</td>
<td>2.8</td>
<td>B-</td>
</tr>
<tr>
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<td>C+</td>
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<td>2.0</td>
<td>C</td>
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<td>Failing</td>
</tr>
</tbody>
</table>

Anything below this, the decimal grade will range from 1.8 to 0.0 (D to F)

**CLASSROOM POLICIES**

*Include:*
Respectful environment, raising hands, attitude, promptness, homework, sleeping, food, drinks in class.

**Academic Honesty:**
(plagiarism, exam conduct, etc.)

*Note to instructor:* International students need explicit, repeated guidance regarding academic honesty, particularly about plagiarism. Some plagiarism policy information can be found [here](#) and you can find more as you browse sample syllabi

NSCC’s policy on Academic Honesty (for instructor information): Academic honesty is highly valued at NSCC. A student must always submit work that represents his/her original words or ideas. If any words or ideas are used that do not represent the student’s original words or ideas, the student is expected to cite all relevant sources both in the text and in the references listing at the end of the paper. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from
an identifiable source.

Academic dishonesty could involve:

1. Having a tutor or friend complete a portion of your assignment.
2. Having a reviewer make extensive revisions to an assignment.
3. Copying work submitted by another student.
4. Using information from online information services without proper citation.
5. Taking exam answers from another student’s paper.
6. Using materials not allowed answering exam questions.

Intranet site provides a full description: northonline.northseattle.edu/sds

Participation and group work is required of all students: Note to instructor: CAS and IC recommend not basing grade on attendance unless required for certification. The IEP Course Outlines for Listening/Speaking classes require assessment of group work.

IEP Attendance Policy: If a student misses 10 classes, he or she is in danger of failing the class. Additionally, that student’s immigration status could be terminated. Any other policies (tardiness, etc.) are up to the discretion of the instructor.

IEP Repeat Policy: IEP students are allowed to repeat a class one time. If a student fails a class a second time, that student can repeat a third time only after going through an appeals process (through the IP office).

Fragrance Policy: NSCC’s policy: Do not wear fragrances (perfume, cologne, etc.) because many people are sensitive to these chemicals.

College Closure: 206 527-3600 or www.northseattle.edu

Optional Late work:

Optional Extra Credit:

Optional Guidelines for Student Conduct: Note to instructor: Recommend referring students to district or college websites with official policies: Northonline.northseattle.edu.sds

Optional Student Complaints: northonline.northseattle.edu.sds
IP Office information:

Location: The International Programs office is located in the College Center Building room CC 2357. Hours are Monday through Thursday from 9:00 am to 5 pm, and Fridays from 9:00 am to 4:30 pm.

Contact: Jo Scozzafava: JScozzafava@sccd.ctc.edu

Website: http://isp.northseattle.edu/