SYLLABUS AND GRADING INFORMATION

SYLLABUS INFORMATION

Humanities Syllabi may be found under Department Information in the Humanities web site.

URL for Humanities Web Site: http://www.midlandstech.edu/humanities/

This is probably the most important aspect of classroom management and is your direct responsibility. You MUST distribute a syllabus to each student during the first week of class (and must send a copy to Lisa Cheeks in the Humanities Department office during that week). Departmental Master syllabi for each course provide some guidelines for what a syllabus must include, **but you must add your own contact information, grading methods, and calendar of assignments.** Master Syllabi can be downloaded from the departmental website at:

   http://www.midlandstech.com/humanities/Humanities_Dept_Syllabi.htm

> NOTE: a screen asking for a password may appear. Just click "cancel." This could possibly just be at the bottom of your screen, minimized.

Master Syllabi can also be downloaded from D2L. (See end of this document for Instructions)

Aside from this master syllabus, many elements are up to you: grading and the requirements on which grading will be based, assignments (within the guidelines of the course objectives), course schedule, etc.

If you do not know what course content is absolutely essential contact either your coordinator or the department chair.

In general, the best policy is to anticipate problems and spell out your expectations in the syllabus. This includes matters like tardiness, making-up missed tests and dated assignments, etc.

You cannot grade students on behavior, so do not circumvent the attendance policy by penalizing excessive absences by a letter grade.

Requirements for papers and projects, and their due dates, should be clearly stated.

YOU MUST HAVE A COURSE SCHEDULE.

Once a syllabus has been given to students, the college expects an instructor to adhere to it or give the students written notice of change. Please remember that your syllabus is a legal contract, and that you must notify students **in writing of changes to the syllabus.**

To determine absences:

· 14-week term: 4 absences

· 10- or 12-week term: 3 absences

· 7- or 5-week term: 2 absences

GRADING

Grading is entirely a faculty prerogative and responsibility.

Final grades are alphabetical with no pluses or minuses.

DO NOT give a grade of <u>Incomplete</u> **"I"** without the express permission of the Department Chair.
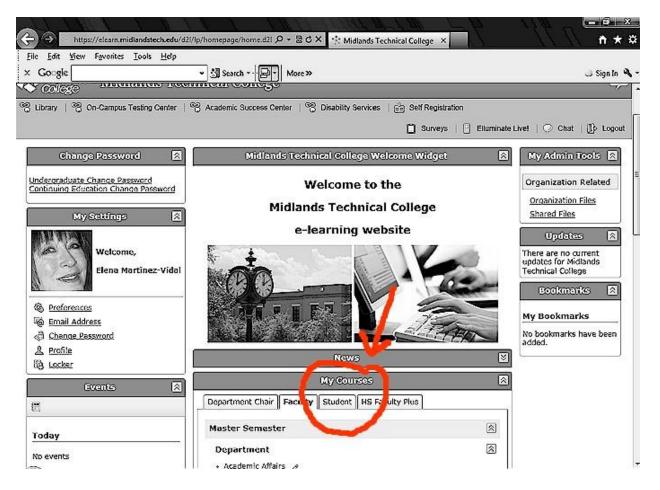
If a student withdraws or "over cuts" before midterm, give that student a "W" and show last date of attendance on the grade roll.

If a student withdraws after midterm, award a "W" or a "WF" depending on whether or not the student was passing on the last date of attendance.
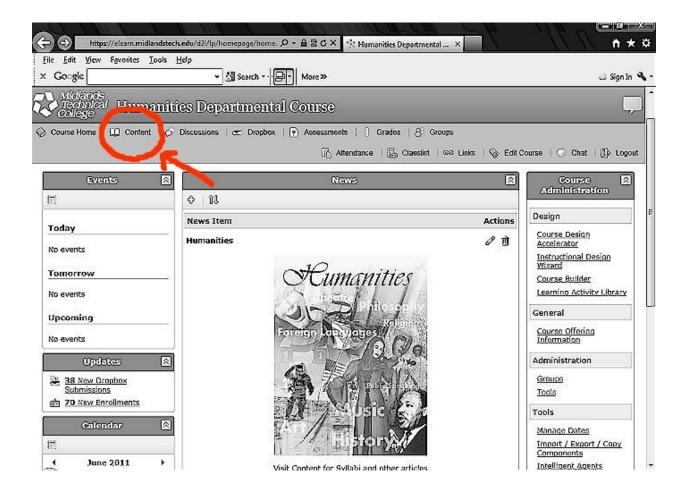
Finally, keep your grading policy as simple as possible, and make sure that the students understand it. Be sure to state your grading percentages on your syllabus.

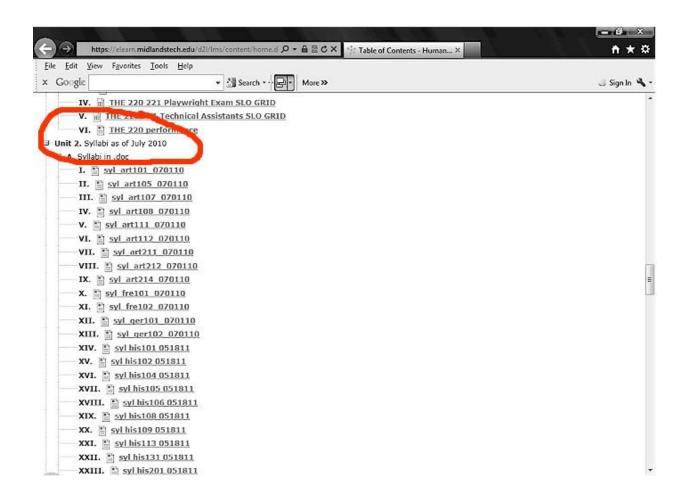# GETTING YOUR SYLLABI FROM HUMANITIES DEPARTMENT COURSE IN D2L

Login to D2L, scroll to the bottom and click on Student tab:

Click Content:

Scroll down and you will find the latest syllabi:

Click open and save to your computer or flash drive.