SKSM Syllabus Template
Please follow template and be sure to include all required information.

Course Title
Course Number
# of Units
Semester/Year

<u>Instructor Information:</u>
Name
Email (Please use your institutional email address ONLY, that is, your "@sksm.edu" email address).
Phone Number (optional if you don't have a SKSM number)
Availability: Indicate office hours or other stipulations about being contacted. Please do not meet with students 1:1 outside campus.
Use your SKSM Zoom account for all virtual meetings.

Meeting Dates and Times
Course Description:
Provide a general introduction to the course topic, format, and pedagogy. Note any prerequisites or class limits.

Learning Objectives:
Provide a bullet list indicating the general content/skills that will be covered in the course. You can introduce the list with the following phrase:

"During this course, students will…"

Learning Outcomes:
Provide a bullet list detailing what a student is expected to know or be able to do after successfully completing the course. You can introduce the list with the following phrase:
"After successfully completing this course, students will be able to..."

Course Policies:
Note any stipulations regarding conduct, absences, late submissions, special needs, etc.

We are required by the Department of Education to include the following statements in all SKSM Syllabi.
Please copy and paste the course policy links below.

All Policies and Compliance Statements
https://www.sksm.edu/community/policies-compliance-statements/

Statement on Academic Integrity and Misconduct
https://www.sksm.edu/community/policies-compliance-statements/statement-on-academic-integrity-and-misconduct/

Plagiarism
https://www.sksm.edu/community/policies-compliance-statements/plagiarism/

FERPA - Family Educational Rights and Privacy Act
https://www.sksm.edu/community/policies-compliance-statements/ferpa-family-educational-rights-and-privacy-act/

Students with Disabilities Policy
https://www.sksm.edu/community/policies-compliance-statements/students-with-disabilities-policy/

Other:
ECO – Educating to Counter Oppression
https://www.sksm.edu/academics/educational-design/educating-to-counter-oppression/

Credit Hour Policy
https://www.sksm.edu/wp-content/uploads/2022/12/Credit-Hour-Policy.pdf

Course Assignments:
Describe the required assignments that students must complete to pass the course. Clearly detail due dates, page/word length, and other expectations. Be as specific as you can in order to avoid misunderstandings regarding

submissions and expectations.

Grading:
Elaborate how assignments are graded in terms of feedback students receive up to and including their final evaluations. Note the pass/fail system at SKSM and the need for students to request letter grades if desired. If a student is taking a course for a grade, they must notify the instructor. Please explicitly list the deadlines for all the assignments, which are expected to be submitted through Populi. The instructor's email is no longer a valid option to turn in assignments.

Required Texts:
Unless otherwise noted, students should wait to purchase any materials until after meeting with the instructor. When possible, materials will be made available through the DTL2 and/or Populi to minimize the cost to students.

List a full bibliography of all mandatory materials (books, articles, websites, videos, etc.).
*<u>**You must include ISBN numbers and standard retail prices for all books.**</u>

Required Textbooks
In order to comply with 20 U.S.C. § 1015b (HEA § 133), Department of Education regulations, **the school must publicly list any book required for a course taught at the school**.

Faculty should make every effort to find materials available on the DTL2 to minimize book costs to students: check ability to be acquired, find alternative sources and different modalities for the content. Outdated/out of print materials are not acceptable unless a readable and accessible pdf can be uploaded to Populi.

It is faculty's responsibility to make sure that all material for their course is readable and also accessible for students with disability accommodations.

It is important that you encourage your students to engage actively in library research. Please include an activity in your syllabus that will bring your students to look up material using the DTL2 Library. This is important for students learning and for our ATS accreditation.

Starr King does not have bookstores from which students are encouraged to purchase textbooks or classroom materials.

Please include all required textbooks <u>including ISBN numbers</u> in your course syllabus, making sure to include (to the maximum extent practicable):
- Title and author
- ISBN (ISBN-13 or ISBN-10)
- Retail price
- Whether required or recommended

The Coordinator of Academic Programs will post publicly on the SKSM website only the information on required readings, including: title, author, ISBN (ISBN-13 or ISBN-10), retail price and whether required or recommended.

<u>Suggested Reading:</u>
Provide a bibliography of relevant readings that students may wish to consult, especially those that may be helpful for completing assignments.

Course Schedule:
List the topic and assigned readings -- both required as well as optional -- for each given class/week.

*Optional: "The instructor reserves the right to modify the schedule and assigned readings to achieve course objectives." In this case, please send the updated syllabus with changes so we can replace it in our files.