

## Syllabus

**A syllabus for each course must be submitted electronically to one of the Administrative Assistants AND a typed paper or electronic copy must be made available to students during the first class meeting of every semester.**

The information required on each syllabus is given below. Additional items may be added.

- A. Course information: title (e.g., Basic Math), course number (e.g., Math 091), description, and pre-requisites, if any (see Course Information Sheet).
- B. Meeting time and location: days of the week, time of day, and where the course meets (see Schedule of Classes).
- C. Instructor information: instructor's name, office (room) number, office hours and telephone number, and CSN e-mail address.
- D. Course objectives/learning outcomes: measurable objectives of the course (see Course Information Sheets).
- E. Required and recommended learning materials, such as textbooks, calculator, and/or computer programs.
- F. References (library reserve and supplemental information), if any.
- G. Instructor's policies on late assignments and/or makeup work.
- H. Tentative due dates OR a statement pertaining to due date notification (Sample text: pop quizzes at any time, tests announced one week in advance, homework due on test review day, etc.)
- I. Descriptive information about assessments. See Note 1 below.
- J. Description of how grades will be determined. Include explanation of grading scale and course grade calculation.
- K. Description of attendance policy. (Sample text: Regular attendance is required at all class meetings.). See Note 2 below.
- L. Required extra- or co-curricular activities, if any.
- M. Academic integrity policy. (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the CSN Academic Integrity Policy at <http://www.csn.edu/pages/1722.asp>.)
- N. Americans with Disabilities Act statement. (Sample text: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center. Only the Disability Center determines eligibility for and authorizes the provision of services.)
- O. The final disclaimer statement on each syllabus: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.
- P. Tentative schedule for the semester.
- Q. Reference to students' rights and responsibilities pertaining to CSN policies and services. This can be found in the college catalog.

Optional Items:

Cell Phone Policy  
Behavior Policy  
Etc.

### NOTE 1:

It is recommended that at least 75% of the grade in any math course is determined by proctored individual assessments of varying types that are rigorous enough to help students recall the concepts in the next course. All student papers and tests, except for the final exam, should be returned to students. This will assist students in their learning, in keeping track of their progress, and will assist in the processing of any grade appeals.

### NOTE 2:

The Mathematics Department strongly encourages students to attend class. The Mathematics Department prefers that attendance not be counted as part of the semester grade. If an instructor wishes to reward attendance, it should count for no more than 5% of the semester grade.

It is the policy of the Nevada System of Higher Education to be sensitive to the religious obligations of its students. Any student missing work because of observance of religious holidays shall, whenever possible, be given the opportunity during that semester to make up the missed work. It is the responsibility of the student to notify the instructor in writing. Any student who is denied a make-up option after appropriately notifying the instructor shall have the right to appeal that decision.