

Using SLOs also makes structuring a course simple because it helps us to select appropriate activities, course materials, and assignments to accomplish our goals for the class. In addition, it helps us to focus our course on what we really want students to go away with at the end of the semester.

What Areas of the College Should Have Outcomes?

- All courses currently approved by the Curriculum Committee should have SLOs.
- All certificates and degrees currently approved by the Curriculum Committee should have PLOs.
- All Student Services and Administrative Services departments or programs that participate in the Campus Program Review process, independently or as part of a larger area, should have Service Area Outcomes. For instance, the Student Success Center/Tutoring has SAOs and participates in program review. The Writing Center has SAOs but participates in program review as part of the English Department.
- Instructional Support Services may have either SLOs, SAOs, or a combination of both.

[San Bernardino Valley College Outcomes Handbook](#)

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Developing a Syllabus

A clear syllabus gives students a sense of the course structure and should be distributed on the first day of class. Faculty members are required to provide a course syllabus for each class to which they are assigned to their Division Office. This is to be submitted prior to the beginning of the course but no later than the first week of the course.

A typical syllabus provides students with the following information:

- Course title and department number
- Pre and/or co-requisites
- Meeting pattern (days of the week and time)
- Professor's name
- Professor's email
- Professor's Office location and phone number
- Course description from the catalog
- Textbook(s) and other required materials
- Student Learning Outcomes from the Course Outline of Record
- Objectives as appear in the Official Course Outline
- Course web page when applicable
- Unique instructor requirements (i.e., cell phones, testing)
- Grading
- Ground rules (policies) pertaining to attendance, late work, make-up exams, and extra credit opportunities, if applicable
- Calendar of meeting dates with topic of instructional units to be covered
- Examinations (including how many and what types)
- Assignments (reading and writing)
- Academic Honesty Policy

- Norms of classroom behavior
- Availability of accommodations for students with disabilities
- Library and tutoring availability
- Division Information: Name, Contact Information, and Location Office

If changes in assignments, grading procedures, deadlines, etc. occur after the syllabus has been distributed, please give this information to students in writing. This process will ensure that all students know of the changes and will serve as protection should there be student complaints.

Syllabus Template

Examples of Syllabus Statements Inviting Students with Disabilities to Request Accommodations in the Classroom:

1. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we may work together to develop strategies for adapting assignments to meet both your needs and the requirements of the course. Student Accessibility Services (SAS) [(909) 384-4443] provides resources for students with disabilities. You will need to provide documentation of disability to them in order to receive official services and accommodations. Please don't hesitate to let me know if you require assistance or accommodation for any reason. I look forward to working with you to meet your learning goals.
2. Any student who feels an accommodation based on the impact of a disability is necessary should talk with me privately to discuss your specific needs and the requirements of the course. You may also contact Student Accessibility Services (SAS) by phone at (909) 384-4443 or stop by their office in AD/SS 105, to coordinate reasonable accommodations. Reasonable accommodation is established through an interactive process between you, your instructor and SAS. Please see their website for additional information on this process: www.valleycollege.edu/sas
3. San Bernardino Valley College is committed to providing equal opportunity in education for all students. If you have a diagnosed disability or if you believe you have a disability that might require reasonable accommodation in this course, please contact Student Accessibility Services (SAS) by phone at (909) 384-4443 or visit them in AD/SS 105, or through their website www.valleycollege.edu/sas. It is the responsibility of students to contact instructors each semester to discuss appropriate accommodation.