Palm Beach State College

Syllabus Templates

How to prepare syllabi using the templates

Syllabus Information

Beginning with the Spring 2014-2 term, all syllabi must be prepared using a syllabus template that matches the class delivery method (classroom, online, hybrid or component).

The templates are Word forms with grey box areas in which you can type information for your class. These forms are password protected, but include several sections that allow you to cut and paste in information in any format you like. The form also contains fields that have REQUIRED information you must supply to students, such as grading policies, academic dishonesty policies, attendance and several others as noted on the template.

Syllabi Templates

The syllabi template forms are posted at http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pagesyllabi-resources.aspx. There are four forms: Classroom classes, hybrid classes, component classes, and fully online classes (distance learning).

Tutorial

This booklet provides information on how to use the new syllabi.

Posting the Completed Syllabi to Your Faculty Homepage

Once you complete your syllabus, it must be uploaded to your faculty homepage in PDF format. There are many reasons to use PDF format. First, it protects your document from unauthorized editing; second, a student does not have to have Microsoft Word to download the document; third, the document will print more consistently across the hundreds of different printers that exist. The faculty homepage tools are not compatible with the Microsoft Word 2013 file format.

Using the Syllabi Templates

The syllabi templates are located on the web page - http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pagesyllabi-resources.aspx

They are located in the Yellow Highlighted Box on that page – click on one of the links:

This example will use the **CLASSROOM TEMPLATE**

The syllabus template has three kinds of regions –

- **Required Text Regions** – Information must be included for the student
- **Delete-able Regions** – these regions only pertain to certain classes , or appear at the professor's discretion
- **Free-Form Regions** – in these regions, you may paste in any information (i.e., text pictures) in any format you wish

The first page of the CLASSROOM syllabi Template has REQUIRED, DELETE-ABLE and FREE-FORM REGIONS:

Required Region

Required Region

Required Region – Textbooks. To add an additional textbook**, press the TAB key when you reach the end of the line.**

Required Region

Use Credits for credit and prep classes, clock hours for PSAV and other non-credit classes.

Delete-able Region (only applies to Gordon Rule Classes)

Delete-able Regions (may be deleted if not needed – (Supplementary and Other)

Free Form Region – include anything you wish

Page Two of CLASSROOM:

PALM BEACH STATE
COLLEGE

Palm Beach State College
Course Syllabus – Classroom Courses

Click here and type your academic dishonesty policy (cheating, plagiarism, etc.), the penalty and use of SafeAssign plagiarism detection.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:
Click here and add information on your assignments, tests, etc. in any format you wish.

Grading:

Letter Grade	Points	Percentage (if applicable)
A		
B		
C		
D		
F		
P		
N		
S		
U		

Class Policies

Attendance: Professors are required to take attendance.
Click here and add your specific attendance policies.

Electronic Device Use and Email Policy:
Click here and add your cell phone/laptop/email policy

Late Assignment Policy:
Click here and describe your policy.

Make-up Exam Policy:
Click here and describe your policy.

Withdrawal Policy:
Click here and provide your policy on withdrawing students from class.

Other:
This is an open section - you may delete if not needed.

College Policies and Web Information

Academic Dishonesty
Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:
(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the cour

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Required Region – Academic Dishonesty policy and penalty

Required Region – Assignment/Tests/Quizzes information in any format your wish. This section can simply list the items and points/percentages – details on the assignments may be listed here OR distributed in class.

Required Regions – Attendance, Devise Use, Late Assignment, Make-Up exam policy, Withdrawal Policy

Required Region – Grade Calculation

Delete-able Region (may be deleted if not needed)

Page three of CLASSROOM:

PALM BEACH STATE
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Palm Beach State College
Course Syllabus – Classroom Courses

(3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed, (5) Plagiarism.
Please refer to the **Palm Beach State College Student Handbook** (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines
Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

Eating, Drinking and Smoking
Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal
The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting
Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy
When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest
Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses
The last day to withdraw from a College course with a "W" grade in this course is [Click here and type the withdrawal date for your course from the online class roster]. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Other Information from your Professor:

This is an open section - you may delete if not needed.

Department Contact Information

| Name: | | Office Location: | |

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Delete-able Region (may be deleted if not needed)

Required Region – Department Contact Information (continued on last page of template)

Saving your Syllabus

Once you have completed the syllabus for a class, please save the file using a file name that:

1. **Contains no underscores**
2. **Contains no spaces**

Also, the file must be saved in PDF format. This is built into Word 2010 and Word 2013.
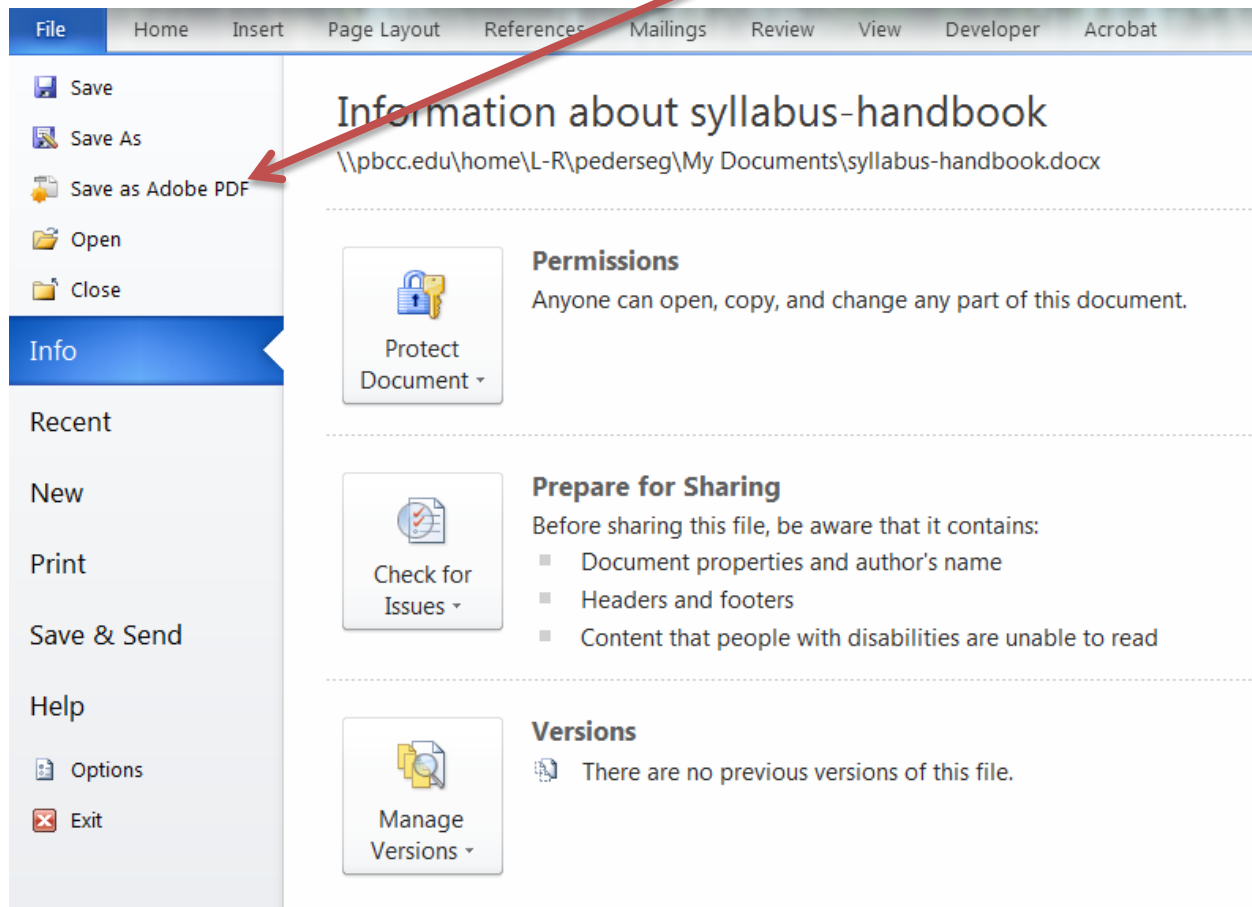
For example, a good and easy naming convention would be the course number and the reference number with a dash, such as:

PSY2012-187654.pdf

The reference number is unique each term and never repeats.

Helpful Tip:
Let's say you are teaching three sections of ENC1101. Once you have created the first syllabus for this course, you can save two copies under different names, using the reference number strategy listed

above. Then you need only edit these new copies for such things as date/time, reference number and assignment due dates.
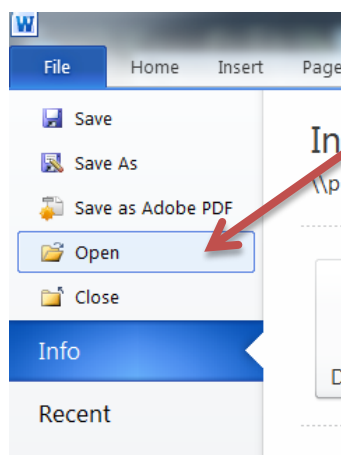
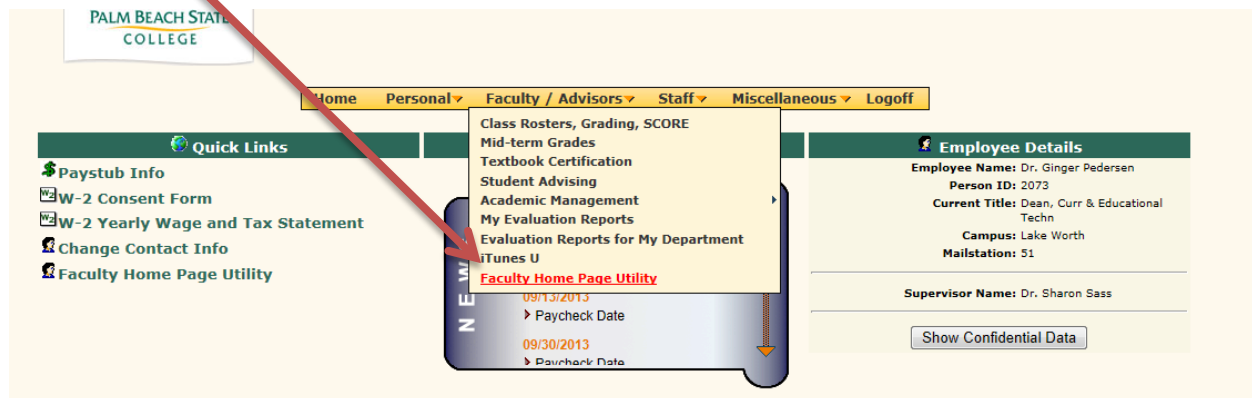To save a new copy, in Word, go to FILE, Save as
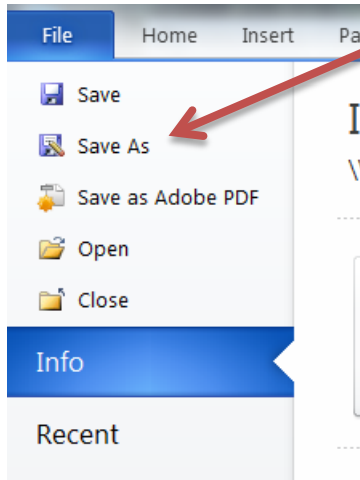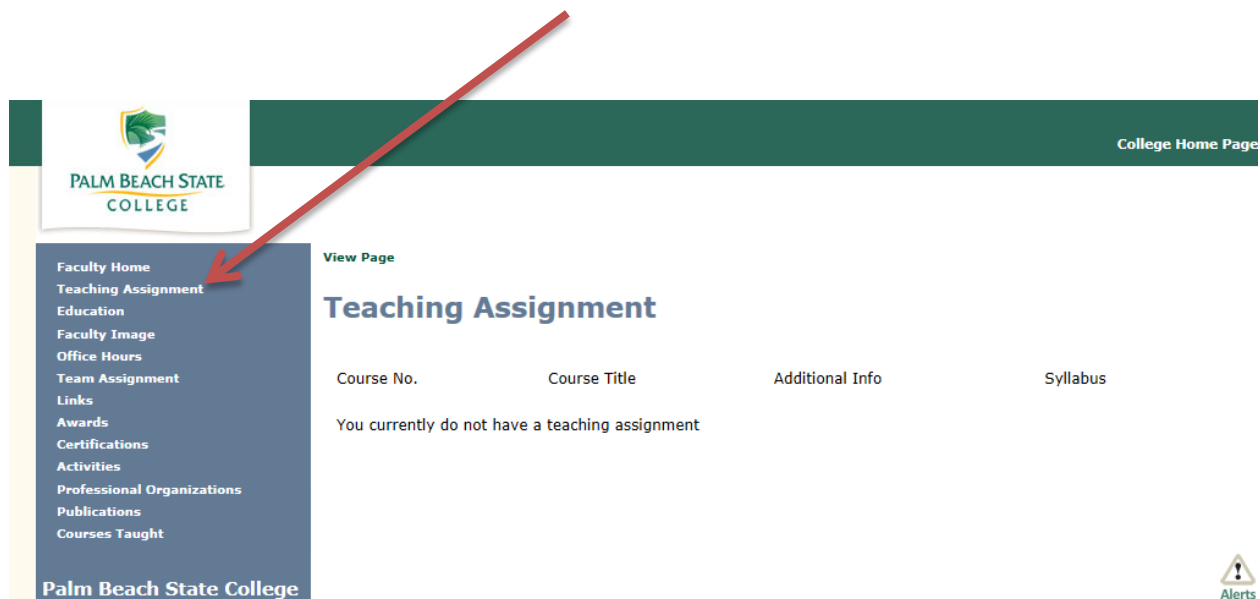

And type in a new file name:
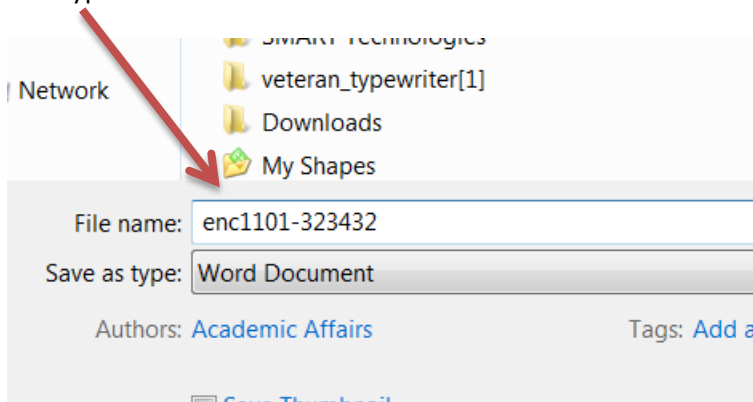
Then you can open this new file and complete the editing on that new copy of the syllabus for the same course that you created by going to FILE, OPEN in Word:

Once you have saved your syllabi, they may be uploaded to your faculty homepage through the tools in Employeeweb:

Click on Teaching Assignment and Syllabi can be uploaded

Other Templates

- Online Template
- Hybrid Template
- Component Template

These three have the same information as the CLASSROOM noted above and the CLASSROOM can be used as an example. These templates contain additional information for students regarding online or online assisted classes.

Questions

Please email Dr. Ginger Pedersen at pederseg@palmbeachstate.edu should you have any questions.