



## WEEKLY SCHEDULE OF ASSIGNMENTS

Include the weekly schedule of homework, assignments, quizzes, exams, etc. for the whole length of the semester – the combination of work assigned to students will vary by instructor, depending on your style of teaching. Below is just a sample:

Week	Dates	Chapters	Assignments/Exams
Week 1	1/28	1	
Week 2	2/4	2 & 3	
Week 3	2/11	4 & 5	
Week 4	2/18	6	
Week 5	2/25		Essay
Week 6	3/4	7 & 8	
Week 7	3/11	9 & 10	Review for Exam
Week 8	3/18		Exam (Mid-term)
Week 9	4/1	11 & 12	
Week 10	4/8	13 & 14	
Week 11	4/15	15 & 16	
Week 12	4/22	17 & 18	
Week 13	4/29		Group Projects/Presentations
Week 14	5/6	19 & 20	
Week 15	5/13	21	Review for Exam
Week 16	5/20		Exam (Final)

### LATE / MAKE-UP WORK:

Inform students on your policy for late and make-up work. Is it allowed? If so, what are the consequences. For example, "Late or make-up work is allowed but minus one full grade." Or another policy might be "Late or make-up work is not accepted – exceptions are only made for extenuating circumstances with documentation (e.g. doctor's note, jury duty notice, etc.)."

### EXTRA CREDIT:

If you are providing extra credit opportunities, inform students on your policy for extra credit. If you do not provide extra credit opportunities, it is suggested you mention this, too.

### ATTENDANCE POLICY:

Inform students of the importance of attending class on time each day and notifying you in advance of any tardiness/absences. Mention the consequences for being late or missing class, if any (e.g. 15 minutes late equals half an absence, three unexcused absences in a row equals students being dropped from the class, etc.). As well, mention any documentation you require for them to be excused for extenuating circumstances (e.g. doctor's note, jury duty notice, etc.). *Please note, attendance cannot be used as part of students' grades, however, participation can be used as part of their grades.*

**ACADEMIC INTEGRITY:**

Include information on the expectation of academic integrity and the consequences of academic dishonesty for plagiarism, cheating, etc. The consequences may include:

- a. *Receiving a "0" on that assignment.*
- b. *Being referred to the Dean of Student Affairs for further disciplinary action.*

View the faculty handbook for more detailed information on faculty and student rights with regard to academic integrity.

**DROP AND WITHDRAWAL POLICY:**

If you have a drop policy, please be clear about the circumstances you use to drop a student (e.g. 3 consecutive unexcused absences). Following is verbiage from the College Catalog: "A student may be withdrawn before the drop deadline (75% of course length) by the instructor of the course if the student is no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. While an instructor may drop a student from class for poor attendance, it is the student's responsibility to withdraw if the student is no longer attending the class." Please see the College Catalog for more detailed information on dropping students.

**RESPONSE TIME (FOR ONLINE CLASSES)**

Set expectations with students regarding your response time for online classes (e.g. 24-48 hours is best practice). You can indicate when you will be grading assignments, responding to email, and posting to discussion boards. In addition, you can inform students if late assignments will be graded on the same timeline or an extended timeline.

**STUDENTS WITH DISABILITIES:**

Faculty should let students know how to request special accommodations through the Disabled Students Programs & Services (DSPS) department. Tips for working with disabled students can be found in the Faculty Handbook or on the DSPS website. Below is recommended verbiage from the DSPS office to include in your syllabus:

Rio Hondo College accommodates students with documented and verified disabilities in accordance with federal laws and college policy. Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Disabled Students Programs & Services (DSPS) at 562-908-3420 or go to their office located in the Student Services Building, Room 330 to determine if accommodations are warranted and to obtain an official letter of accommodation. For more information, please visit <https://www.riohondo.edu/dsps/new-and-future-students/>

**IMPORTANT DATES & DEADLINES**

Inform students of the important dates & deadlines for your class (e.g. first day of class, last day to drop with refund, last day to drop without a "W", etc.). The important dates and deadlines can be found in the below link and may vary by the course's start and end dates:

- <https://www.riohondo.edu/admissions/important-dates-and-deadlines/>

**\*\*\*\*\* ADDITIONAL OPTIONS TO INCLUDE IN SYLLABUS\*\*\*\*\***

**RESOURCES** *(see college directory for contact information and/or descriptions to include in your syllabus)*

- **College Directory:** <https://www.riohondo.edu/directory/>
- **Learning Resource Center (computer labs located there, too)**
- **Writing Resource Center**
- **Counselor for Business Division**
- **Student Health & Psychological Services**
- **Library**

**OTHER INFORMATION** *(reference verbiage from Faculty Handbook or College Catalog, when possible)*

- **Classroom etiquette**
- **Policy on cell phone/tablet/laptop devices in class**
- **Expectations of students**
- **Encouraging and inspirational quotes or words of support**
- **Supplies needed for class**