

SYLLABUS CHECK LIST

A syllabus is the instructor's contract with a student. It is the document which can determine the outcome of a dispute between the instructor and the student. Careful writing is essential for a syllabus that will stand the test of an institutional or legal dispute. This checklist is designed to assist faculty members in developing a syllabus that will stand up to such disputes. Most legal disputes between students and Harper are about students' grades and the criteria stated in the syllabus.

BASIC INFORMATION

- Name of the College
- Name and catalog number of the course
- Faculty member's name
- Faculty member's office location and office hours
- Class Day(s), Time, Location, Semester, Year
- Faculty member's e-mail address and office telephone number
- Textbooks (include author, title, ISBN), required instructional materials, suggested reading list or bibliography

ELEMENTS

- Course description
- Student outcomes/competencies
- Class outline/calendar with major assignments and due dates
- Student evaluation criteria. (Anything that will be considered in determining a final grade)
 - How grades are calculated Include your grading scale and Harper's 4.0 grading scale.
 - Attendance policy. Spell out exactly how attendance affects students' grades. Attendance should not be the sole measure used for failure in a course.
 - Policy on missed or late exams, quizzes, and assignments
 - State your definition of and consequences for cheating and plagiarism. See Harper College's Honesty Policy and Breach Procedures at <https://myharper.harpercollege.edu/pls/portal/url/ITEM/937272F78B81316DE0402E0A0A2A3059>
- Student behavior
 - A statement of expectations for civil and courteous behavior in the classroom.
 - A statement about classroom use of electronic devices. Consider devices such as cell phones, laptop computers, pagers, tape recorders, and PDA's.
- Students with Disabilities and Academic Accommodations (Access and Disability Services recommends using the following statement):
Your success in this class is important to me. If you have a disability (learning, ADHD, physical, psychological or other) and may require any accommodation during this course, please connect with me as soon as possible to discuss. Students with disabilities must contact Access and Disability Services to discuss approval of reasonable accommodations. Any student already connected with ADS should provide me a copy of your approved Accommodation Plan if you would like to utilize any accommodations during the course. Access and Disability Services is located in Building D Room 119; 847.925.6266 (voice) or 224.836.5048 (videophone for deaf and hard of hearing callers only).
- Equal Opportunity Statement (Required by the federal government):
Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service
- Student E-mail Notifications: All notifications related to student registration or other business activities are sent to students via a G-mail account that is assigned to students upon registration. Students access the G-mail account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal e-mail account please follow the instructions for forwarding Harper e-mail available at <http://harper.blackboard.com/>

SYLLABUS CHECK LIST

MISCELLANEOUS ITEMS

- Assignment guidelines and instructions
- Lab guidelines and instructions
- Tutoring information
- Withdrawal dates
- Whom to speak with regarding class complaints (Student Handbook in Catalog)
- Establish student email accounts
- Library hours
- Success Services
- Netiquette statement (Encourage students to include an appropriate SUBJECT in email correspondence.)

The information suggested on this list is not exhaustive. You may choose to include other information.

Located at: [https://hip.harpercollege.edu/ourstudents/Documents/Syllabus%20Checklist%205-07 062013.pdf](https://hip.harpercollege.edu/ourstudents/Documents/Syllabus%20Checklist%205-07%20062013.pdf)

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ELEMENTS

- Course description
- Student learning outcomes/competencies
- Class outline/calendar with major assignments and due dates
- Student evaluation criteria. (Anything that will be considered in grading)
 - How grades are calculated: Include your grading scale and Harper's 4.0 grading scale.
 - Attendance policy. Spell out exactly how attendance affects students' grades. Attendance should not be the sole measure used for failure in a course.
 - Policy on missed or late exams, quizzes, and assignments
 - Participation expectations, including both amount and quality
- Academic Dishonesty Harper's academic dishonesty process empowers faculty to determine whether academic dishonesty occurred within a class and, if so, what the academic penalty (up to an F in the course) should be. In addition to any academic penalties, inform students that you will file an incident report with Student Conduct to ensure that incidents are tracked across classes. The following examples of academic dishonesty are provided in the Student Code of Conduct and can be reiterated or expanded upon in your syllabus:
 - Cheating (accessing or using unauthorized materials or information)
 - Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment)
 - Falsifying information (providing untrue information)
 - Unauthorized collaboration (getting assistance or sharing work without permission)
 - Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)
- Student behavior (the Student Conduct Officer recommends use of the following statement):

Behavioral Expectations:

You have the opportunity to participate in and benefit from this academic course so long as your behavior is aligned with the expectations described below. You can expect to have your academic performance evaluated fairly based on the standards communicated in this syllabus and any relevant program guidelines, and to utilize the Academic Complaint process if you have concerns with a decision made about your academic progress in the course. In exchange for this opportunity, you are expected to uphold the following:

- Behave in accordance with the Student Code of Conduct and other applicable College policies
- Refrain from disrupting the ability of fellow students to learn or the instructor's ability to teach. Examples of disruption include: *(adjust based on the specific nature of the course)*
 - Cell phone, pager, or computer use that significantly or repeatedly distracts others
 - Coming to class late, leaving early, or excessively physically relocating oneself in the classroom
 - Interrupting, discussing unrelated issues in class, or speaking frequently without being called on
 - Yelling, cursing, or engaging in other aggressive behavior
- When interacting online, communicate in a respectful fashion. This includes, but is not limited to:
 - Refraining from name calling, using profanity, or typing in all capital letters
 - Sending multiple emails with one sentence
 - Avoiding rants or discussing non-relevant topics

Open discussion and disagreement are encouraged when done respectfully and in the spirit of academic discourse. There are a variety of behaviors that, while not against a specific College rule, may create disruption in this course. Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may be required to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Code of Conduct. You can learn more about the Student Code of Conduct and your rights as a student at <http://harpercollege.edu/conduct>.

- Students with Disabilities and Academic Accommodations (Access and Disability Services recommends using the following statement):

Your success in this class is important to me. If you have a disability (learning, ADHD, physical, psychological or other) and may require any accommodation during this course, please connect with me as soon as possible to discuss. Students with disabilities must contact Access and Disability Services to discuss approval of reasonable accommodations. Any student already connected with ADS should provide me a copy of your approved Accommodation Plan if you would like to utilize any accommodations during the course. Access and Disability Services is located in Building D Room 119; 847.925.6266 (voice) or 224.836.5048 (videophone for deaf and hard of hearing callers only).

- Equal Opportunity Statement (Required by the federal government):

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. If you believe you have experienced discrimination or harassment (whether on or off-campus) that affects your ability to participate in class or any of Harper College's programs, please seek assistance from any of the following resources:

- For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit <http://harpercollege.edu/titleIX> to learn more about your support and reporting options.
- For any other harassment/discrimination by an employee, contact the College's Chief Human Resources Officer at 847-925-6216.
- For any misconduct by a student: <http://harpercollege.edu/conduct>

Please be advised that faculty members are required to report to the College if they learn that a crime may have occurred or that harassment or discrimination may have occurred. If you are not sure if you want to formally report to the College, but you want confidential support or assistance, contact Psychological Services at 847-925-6268.

- Student E-mail Notifications & Privacy: All notifications related to student registration or other business activities are sent to students via their Harper College email account (XXXX@mail.harpercollege.edu) that is assigned to students upon registration. Students access this account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal email account please follow the instructions for forwarding Harper e-mail available at <http://harper.blackboard.com/>. Please be advised that your education records are subject to a federal privacy law called the Family Education Rights and Privacy Act (FERPA). As a result, please be aware that you (not your parent(s), spouse, or other such person) will generally need to be the one to ask questions, file complaints, or otherwise interact with the College and faculty about your academic performance in this class.

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LCE8003

MEETING/EVENT PLANNING

Course Description (in catalog)

For anyone new to meeting planning or seasoned meeting professionals looking to expand their knowledge and skills within this growing industry, this certificate program provides you with skills in problem solving, negotiation, and project management that you will need to manage and deliver exceptional meetings and events and drive success for businesses and organizations. Topics include program scheduling and project management; creating special event management proposals; program planning including speakers, site inspections, negotiations and contracts; event marketing including exhibits and sponsorships; logistics such as transportation, catering and audiovisual technology; legal issues; and risk management. If you are a high-energy multi-tasker, pay close attention to detail, and have good people skills under pressure, event planning may be the career for you. A textbook, CIC Manual (9th Edition published by Convention Industry Council), is required and should be purchased from the Harper College Bookstore before the first class

Outline

- I. The meeting mission
- II. Preliminary Planning
- III. Legal Issues
- IV. Enhancing your meeting
- V. Meeting technology
- VI. Conventions and Exhibitions
- VII. Special topics

METHOD OF PRESENTATION

1. Lecture
2. Discussion
3. Media
4. Field Trips

STUDENT OUTCOMES: (The student should...)

1. analyze the magnitude and economic impact of the meeting, convention, and event planning industries.
2. facilitate conversations with stakeholders to develop goals, objectives, and return on investment.
3. prepare a program agenda and programming concepts.

4. recognize the key elements of a request for proposal.
5. review site selection and site inspection procedures.
6. determine and analyze financial goals and objectives.
7. analyze techniques for integrating volunteer and staff members.
8. identify components of a contract and negotiations.
9. create a meeting or special event including goals, agenda, timeline, and budget.

METHOD OF EVALUATION

1. Homework
2. Class Participation
3. Class Projects