The following items in this template, that were not previously listed as required, are highly recommended as best practice. Consider

7. Recommended textbooks, materials, and supplies (see note #5 for details)

8. Policy statements regarding:

    a. attendance

    b. drop policy

    c. punctuality if applicable

    d. late work

    e. extra credit

    f. use of computers, cell phones, etc. in classroom

    g. other behavior issues that are important to you, as the instructor

9. Plagiarism and academic dishonesty policy (see the FCC Catalog for school policies)

10. Students with Disabilities statement (you can use the statement provided by FCC DSP&S)

11. Class outline

    a. topics to be covered (in accordance with the Course Outline of Record)

    b. approximate timeframe when topics will be covered

    c. major assignments and approximate due dates (e.g., exams, practica, papers, ...)

12. Grading scales, policies, and evaluation criteria for any of the following that you may assign in your course: exams, final, exam, quizzes, homework, writing assignments (in accordance to the Course Outline of Record), class participation, etc. (points or percentage of grade) (see note #2 for details)

13. Grade scale for final semester grade (see note #2 for details)

You may want to provide information about the different available support services offered by FCC, such as:
    Tutoring Services that are appropriate for your course
    Health Services
    Psychological Services

4) We recommend listing all four deadlines for the class: 1) Fee reversal/refund; 2) Add or drop in person to avoid W; 3) Add or drop using Self-Service to avoid W; and 4) Drop with a 'W' in person or on Self-Service (to avoid a letter grade). This information can be located at https://www.fresnocitycollege.edu/admissions-aid/admissions-and-records-office/updates.html. Please check with the Division Administration Aide for non-18-week classes. You may also check your Self-Service Roster for dates specific to your class.

5) Students who are part of a special program, such as EOPS, CalWORKs, or Veterans Services, may receive funding for required and/or recommended textbooks, materials, and supplies. It benefits students if faculty list both required and recommended items. Examples include binders, presentation boards, composition notebooks, and folders.