Guidelines for Syllabi Preparation
The Art Institute of California – San Francisco

ALL OF THE CATEGORIES BELOW ARE REQUIRED TO APPEAR ON YOUR SYLLABUS however, some areas are "fixed" and others require your input.
- IF YOU ARE USING A TEMPLATE GIVEN TO YOU DURING THE INTERVIEW, PLEASE REVIEW IT CAREFULLY AND REMOVE ANY REFERENCES TO AiPX or California Design College (some of our sister schools) OR TO POLICIES YOU WILL NOT UPHOLD.
- ALSO, PLEASE DO NOT LEAVE ANY SECTION BLANK. WRITE "NONE" IF THERE IS NOTHING TO PUT AT A SECTION.

Now, let's update your syllabus!

Course Info:	FACULTY INPUT: Your Class (+Course Number) Current Quarter/Year The prerequisite: title and course number.
Course Description:	CANNOT BE CHANGED: This must match the course description word-for-word, as it appears in the current catalog, or on the system model. You may not add any words or subtract any words from this paragraph. (You are welcome to take part as a member of our program advisory board for the program that this course is taught in, to solicit changes that you feel are necessary. Please talk to the appropriate Academic Director for more information on this.)
Pertinent Class Info:	FACULTY INPUT: Include the time of the class, room number, contact email or voicemail/telephone number which students can use to contact you, required text—**including full bibliographic citing with ISBN**#, length of class and number of credits.
Competencies:	CANNOT BE CHANGED: This section must include, verbatim, the competencies as they appear on the System Model. If there are eight competencies for the course, all eight competencies must appear here, unaltered. *You may, however, add a ninth, tenth or eleventh competency as you see fit, as long as you put it in another section, labeled "additional competencies."*
Terms of Evaluation:	FACULTY INPUT: Include an outline of how students will be evaluated in this course. Examples include a breakdown by percentage (i.e. 30% projects, 10% quizzes, 10% class participation, 25% mid term, 25% final exam.) Policy on late work, explanation of grading criteria, etc… *(Your late work policy must include an explanation of consequences).* **You must include a participation grade worth between 10% and 30% of the final grade in the course. This should be based on attendance, punctuality, preparedness, and/or participation.**
ADA:	CANNOT BE CHANGED: It is our policy not to discriminate against qualified students with documented disabilities in its educational programs, activities, or services. If you have a disability-related need for adjustments or other

accommodations in this class, contact the Disabilities Services Coordinator at 415-276-1060 or see her in Room 509 of the Main Building.

Grading Scale: CANNOT BE CHANGED: The grading scale must be included and represented as follows:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-65
F	64 or below

Weekly Outline: FACULTY INPUT: Include details of what will be covered in each class, organized by week number, or date if you prefer. If your class is a combination of lab and lecture, clearly define the boundaries in this weekly outline, using the words "lecture" and "lab," and include due dates for all assignments. Use the word "homework" to signify assignments due.

(You may also wish to state the school attendance policy: Students who miss 14 consecutive calendar days without informing the registrar will be withdrawn from school. Appeals due to medical or other reasons should be addressed in letter form to the Dean of Academic Affairs, Caren Meghreblian.)

*****Syllabi are due the first week of every quarter*****

Email your syllabi (MS Word preferred, PDF ok) to your department director, copying Library Director Kathleen Jones (kjones@aii.edu) and the Director of Technology, Justine Nguyen (jnguyen@aii.edu).

The following naming system should be used for your electronic file submission:
          Syllabus Naming System: Proper syllabi file names must be as follows:

(course prefix) + (course #) + (section #) + (faculty name[first initial & last name]) + (qtr/year)

Example: **HU130A_ (first initial, instructors last name)_SU10**