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Subject: Fall 2017
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Welcome to the Fall semester, if you are teaching this semester I hope all is going well, if it is not please let me know what we can do to assist.

If you haven't heard the Weed Campus ASC is in the final stages of a remodel, you should go check it out. Great things are being planned for that space. We have a new Dean of Instruction starting Sept. 5th Stop by and say hi to Dr. Zachary Zweigle, his office will be in the office of instruction.

Regulations!!---

Make sure we receive your syllabus/first day handout for each of your classes, it should be to the Office of Instruction by the end of the day on Sept. 01, 2017 (this Friday). Please send your syllabus to Vickie (donaldson@siskiyous.edu). I'm afraid we'll be making a list and checking it twice!

- 1. Has the Student Learning Outcomes listed, if you don't know where they are, go to <http://www.curricunet.com/siskiyous/> search for your course and they are listed in the course outline of record. This is an accreditation requirement!**
- 2. Does not include a plagiarism policy that threatens failure of the course for some level of plagiarism, this is not proper and will need to be changed.**
- 3. Has DSPS contact information.**

Good syllabi have the course description, section number, semester, College of the Siskiyous is identified!, instructor contact information (best to use your Siskiyous email address), how work will be graded, how grades are earned, an outline for the semester, etc. etc.

Todd Scott
Vice President, Instruction