

# Class Syllabus: Requirements and Information

The syllabus you create for your class serves multiple purposes for your students: an introduction to you, an invitation to your class, and a guide as to what they can expect. It acts as a roadmap to the learning your students will experience, and it reflects your tone and style as an instructor. Clarity is critical.

While the syllabus is not a legally binding document -- the few courts that considered the issue (all of which are outside of California) have concluded that a syllabus does not constitute a binding contract with students -- a syllabus might be used as evidence in a grievance, grade change request, or any type of disciplinary or evaluation process.

This checklist offers items you may consider in designing the style, tone, and components of your syllabus.

***Required items are identified in italics***; others are offered as suggestions.

Instructors are encouraged to consult with the department chair and/or course lead instructor to determine if other discipline or course-specific elements should be included.

## About the Class

- *Course prefix and number (example: CHEM 101)*
- Section number
- *Semester and year*
- Course name
- Meeting days, times, and locations
- *Any onsite meetings if this is a hybrid class*

## About the Instructor

- *Name*
- *Contact information (at minimum, email address and/or phone number) For your personal security and for FERPA compliance please use your MiraCosta email address and not your personal email address.*
- Office hours
- Response time to email or voicemail messages

## About Attendance

- Policy on late arrivals or early exits
- Definition of excessive absences (as the instructor, you are responsible for establishing attendance standards appropriate to your discipline and pedagogy and communicating them to your students<sup>1</sup>)

## About Dropping

- Policy on dropping students from your class (it is the student's responsibility to drop or withdraw, unless you state you will do so upon certain conditions, such as excessive absences<sup>1</sup>)

NOTE: It is strongly encouraged to clear your roster by dropping students who have stopped attending class regularly by the 75% withdrawal date.

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<sup>1</sup> MCC AP 5075; Title 5, §§55024, 58004, 58161

## About Coursework and Grading

- Grading/evaluation structure
- Policy on late homework, exams, papers, labs, etc.
- Policy on make-up work or exams
- Policy on submitting work (via email, Canvas, TurnItIn.com, etc.)
- Policy on plagiarism/cheating<sup>2</sup>
- Academic integrity
- Policy/expectations for the use of Artificial Intelligence
- Participation (if it is included in grading)
- Circumstances for Incomplete grade

## About Your Expectations

- Student Rights and Responsibilities
- Classroom behavior
- Civility and respect
- Inform students about the unit requirements and study hours outside of the classroom

## About the Course Content

- Prerequisites
- Advisories
- Course description (from Course Outline of Record)
- *Student Learning Outcomes (from Course Outline of Record)*
- *Program Learning Outcomes (as applicable)*
- *Institutional Core Competencies (see "Important Links" below)*
- *Required materials: (materials fees, textbook (full-title), edition(s) and/or copyright year(s), and other course materials) (ISBN # is suggested, not required)*
- *Field trips or alternative assignments*
- Assignments
- Calendar
- Tips for success in this course

## Additional requirements for online or hybrid courses <sup>3</sup>

- *Policy describing the frequency and timeliness of instructor-initiated contact*
- *Policy describing how, where, when instructor provides feedback*
- *Description of how, where, when course documents are made available to students*
- *Support services available to online students.*

## About Support Services

- Student Accessibility Services (SAS) statement (see recommended language below on page 3)
- Academic support services
- Student support services

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<sup>2</sup> MCC AP 5500, AP 5520

<sup>3</sup> MCC AP 4105; Title 5, §55200 et seq.

## Important Dates

- [Important dates](https://www.miracosta.edu/student-services/admissions/important-dates.html) (Admissions web page) <https://www.miracosta.edu/student-services/admissions/important-dates.html>
- 75% withdrawal deadline
- Final exam date and time
- Pass/No pass is the last day of instruction for your class

## Recommended Language for Your Syllabus

### Academic and Career Pathways

Academic and Career Pathways (ACPs) are collections of majors with related courses that fit within a career area. ACPs help guide you toward fulfilling careers through academic programs and integrated experiences and support services. You can narrow down your choice of major and begin developing an educational plan that leads to degree or certificate completion or transfer. You will also join a community of diverse individuals working toward similar academic and career goals. For more information, please visit the [ACP webpage](https://www.miracosta.edu/academics/degree-and-certificate-programs/index.html) <https://www.miracosta.edu/academics/degree-and-certificate-programs/index.html>

### Accessibility Statement

I have made every attempt to ensure this course is accessible for all students. If you encounter any accessibility-related difficulties with required or optional course materials, please contact me as soon as possible so that we can investigate the matter further and provide equally effective alternatives, if needed.

### Basic Needs

The benefits of including basic needs language in your course syllabi include:

- It destigmatizes basic needs concerns to promote student self-advocacy.
- It promotes better relationships between faculty and students.
- More students become aware and utilize support services that are offered.
- Students experience greater success when they have access to more information on educational and personal resources.

#### Option A

It can be difficult to be present and maintain focus if you have challenges meeting basic needs such as a place to live, access to food, consistent transportation, and more. These challenges may impact your personal and academic success and we are here to help. Our Campus Assessment, Resources, and Education (CARE) program provides assistance with locating resources on- and off-campus to meet those basic needs. I urge you to speak with me so that I may submit a CARE referral on your behalf. You may also visit [www.miracosta.edu/CARE](http://www.miracosta.edu/CARE) or contact [care@miracosta.edu](mailto:care@miracosta.edu) for further support, resources, or information. For additional available resources, please review the CARE Resource Guide for Basic Needs linked on their website

#### Option B

If you or someone you know is experiencing difficulty meeting basic needs such as food, housing, transportation, mental health, or other personal and academic challenges; our Campus Assessment, Resources, and Education (CARE) program is here to support you with finding resources on- and off- campus to meet those basic needs. Please visit [www.miracosta.edu/CARE](http://www.miracosta.edu/CARE) or contact [care@miracosta.edu](mailto:care@miracosta.edu) for further support, resources, or information. For additional available resources, please review the CARE Resource Guide for Basic Needs linked on their website.

## Option C

MiraCosta College offers its students incredible support services through the Campus Assessment, Resources, and Education (CARE) program. The CARE Team is committed to taking a holistic approach to help students succeed while addressing any challenges you may be experiencing to meet your basic needs such as food, housing, transportation, mental health, childcare, legal aid, etc. On-campus and off-campus resources are often provided to students to help meet your short-term and long-term needs with the goal of improving the outcomes of your academic and personal success. Here are a few ways that the CARE team can help:

- Linkage to referrals
- Free food and groceries
- CalFresh application assistance
- Connection to technology resources such as computers and hotspots
- Emergency grants to support financial needs
- And more depending on your needs!

To learn more about the services offered, please visit [www.miracosta.edu/student-services/care](http://www.miracosta.edu/student-services/care) and check out the [CARE Resource Guide for Basic Needs](#). As your professor, I want to know how to support you in the best way possible. Please feel free to reach out to me if you have any questions about CARE and I can connect you with our amazing CARE team via the CARE Referral.

## College Support Services

The [Tutoring and Academic Support Center](#) (TASC), Nordson Science, Technology, Engineering, and Mathematics Learning Centers ([STEMLC](#)) and [Writing Center](#) (WC) assist students by providing individual and group tutoring, drop-in appointments, learning communities, self-help materials, and student success workshops. Services are free and available to all students at all MiraCosta College campuses or online through Zoom, with many centers offering evening and weekend hours. **Each center has different hours, so check out the Academic Support & Tutoring website for current hours for these and other academic support services.** I recommend you take advantage of these academic support services. Additional [student support services](#) are also available including [academic counseling](#), [military and veterans' services](#), [financial aid](#), [scholarships](#), and [career counseling](#).

## Disability Accommodations

If you have a disability, IEP, 504 plan or medical condition impacting learning and have not yet been authorized to receive academic accommodations, you're encouraged to contact the [Student Accessibility Services](#) (SAS) office. The SAS office can be reached at (760) 795-6658 or email [sas@miracosta.edu](mailto:sas@miracosta.edu). The SAS office will help you determine what accommodations are available for you. If you're requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

## Incomplete Grade

Students seeking a grade of Incomplete must have completed 75% of the course and request an incomplete prior to grades being submitted. <https://www.miracosta.edu/student-services/admissions/forms.html>

## Internet Access and Harassment

This class is conducted in a computer classroom, where computers are always connected to the Internet and have the ability to connect to a variety of peripheral devices. MiraCosta College supports academic freedom, and consequently, there are no filters or other controls placed upon access to electronic content, either on the Internet or otherwise. While every effort is made to keep students on task while in this class, it is impossible to monitor every computer at all times. If you should find yourself subjected to offensive content, either sexual or

otherwise, you should inform me of this situation at the first opportunity.

## **LGBTQIA+ Resources**

MiraCosta College is committed to providing a strong, supportive and inclusive environment where difference is valued, respected, encouraged, and honored. To this end, MiraCosta provides various services and resources to support LGBTQIA+ students and employees, including educational trainings, scholarships for LGBTQIA+ students and their active allies, the [SPHERE Program](#), and the [Out@MiraCosta](#) online directory. Visit the MiraCosta College [LGBTQIA+ Equity web page \(https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html\)](https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html) to learn more about LGBTQIA+ equity efforts, to view contact information for LGBTQIA+ student services specialists, or to speak with someone about an incident of bias.

## **Library Resources**

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources. For more information, please visit the [Library webpage \(https://library.miracosta.edu/home\)](https://library.miracosta.edu/home).

## **Mental Health Counseling Resources**

As a student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. If you or someone you know is having difficulty meeting basic needs such as food, housing, or transportation, or experiencing other personal and academic challenges, MiraCosta's CARE Team is here to provide support and/or help you get connected to appropriate resources.

You may fill out a [CARE referral form](#) to request assistance, or schedule free mental health counseling sessions at [Health Services](#) or by calling 760-795-6675. For after hours crisis management, you may call 1-888-724-7240. As a faculty member, I also may refer students about whom I am concerned to the CARE Team. This is part of who we are as a caring, proactive community where we all look out for one another.

## **Pass/No Pass Grading Option (for graded classes)**

You have the option to choose Pass/No Pass grading for this class. If you choose this option, you must submit a [Petition for Pass/No Pass](#) to Admissions & Records by (*the last date of instruction for the course (specify the last date of instruction for your class)*). The petition [form](#) is available online, or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the [MiraCosta College catalog](#) or schedule for more detailed information.

## **Student Performance Objectives and Student Learning Outcomes**

The Student Performance Objectives describe the subject matter or content of the course. Student Learning Outcomes (SLOs) are related but distinct; they describe expectations for the skills and abilities students will attain with successful course completion. To put it another way, SLOs describe what students will be able to do with the knowledge they've obtained by completing the course.

## **Student Learning Outcomes (SLOs) and Core Competencies**

Accreditation requirements necessitate all faculty provide Core Competencies in their syllabi. Methods by which faculty may want to demonstrate the linkage between their Course SLOs (CSLOS) and the [MiraCosta's Core Competencies](#) utilizing one of the following methods:

- Method 1<sup>4</sup>: Insert a table in your syllabus to highlight the alignment of your CSLOs to the College's Core Competencies. \*See example below)

<b>Course Student Learning Outcomes (CSLOs)</b> describe what students should be able to do upon successful completion of BIO 220. These are assessed using exams, projects, and other assignments.	<b>MCC Core Competencies</b> are broad general education outcomes that demonstrate real-world skills. Each CSLO is mapped to at least one core competency – this means you gain experience with these skills in BIO 220.
SLO #1: Student will be able to evaluate a physiological event that disrupts homeostasis.	<ul style="list-style-type: none"> <li>• Critical Thinking,</li> <li>• Problem Solving,</li> <li>• Written Communication Skills</li> </ul>
SLO #2: Student will be able to design a valid experiment which investigates a physiological process.	<ul style="list-style-type: none"> <li>• Critical Thinking,</li> <li>• Creative Thinking</li> </ul>
SLO#3: Student will be able to defend structure-function relationships in the human body	<ul style="list-style-type: none"> <li>• Written Communication Skills</li> </ul>

\* Please ensure the table is inserted with the proper accessibility requirements. Consider reaching out to [Student Accessibility Services](https://www.miracosta.edu/student-services/sas/index.html) personnel for assistance ( <https://www.miracosta.edu/student-services/sas/index.html>)

- Method 2: Provide a [link](#).
- Method 3: Use written information to describe which of your CSLOs align to the College's Core Competencies. For example:

SLO #1: Students will be able to evaluate a physiological event that disrupts homeostasis.

This CSLO evaluates your ability in critical thinking, problem solving, and written communicating skills developed through assignments and exams in this course.

### Additional Links to Consider Adding to Your Syllabus:

#### MCC Administrative Procedures:

AP 4105 Distance Education: <https://miracosta.edu/office-of-the-president/board-of-trustees/docs/4105AP-DistanceEducation.pdf>

AP 5075 Course Adds and Drops: [https://miracosta.edu/office-of-the-president/board-of-trustees/docs/5075AP-CourseAddsandDrops\\_002.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/docs/5075AP-CourseAddsandDrops_002.pdf)

AP 5500 Standards of Student Conduct: <https://miracosta.edu/office-of-the-president/board-of-trustees/docs/5500AP-StandardsofStudentConduct.pdf>

AP 5520 Student Conduct Procedures: <https://miracosta.edu/office-of-the-president/board-of-trustees/docs/5520AP-StudentConductProcedures.pdf>

## **Instruction:**

About The STEM Learning Center: <https://miracosta.edu/student-services/stemlc/index.html>

Academic Counseling: (Credit): <https://miracosta.edu/student-services/counseling/index.html>

Academic Counseling: (Noncredit): <https://www.miracosta.edu/academics/continuing-education/counseling.html>

Academic Proctoring Center: <https://www.miracosta.edu/student-services/testing-services/academic-proctoring-center/index.html>

Assistive Tools Available for Learning: [https://docs.google.com/document/d/1NEHZj-51VVFBRl2Bwm2bikq9roWsGTdfb\\_hjuCRjFD0/edit](https://docs.google.com/document/d/1NEHZj-51VVFBRl2Bwm2bikq9roWsGTdfb_hjuCRjFD0/edit)

Career Counseling/Services (Credit): <https://miracosta.edu/student-services/career-center/index.html>

Career Services (Noncredit): <https://www.miracosta.edu/academics/continuing-education/career-development-certificates.html>

Core Competencies: <https://miracosta.edu/governance/oac/slo.html>

Math Learning Center: <https://www.miracosta.edu/student-services/stemlc/index.html>

Library: <https://library.miracosta.edu/home>

Online Education Support Resources: <https://miracosta.edu/academics/online-education/index.html>

Student Learning Outcomes: <https://www.miracosta.edu/governance/oac/slo.html>

Tutoring & Academic Support Center (TASC): <https://miracosta.edu/student-services/tutoring-and-support/index.html>

Writing Center: <https://miracosta.edu/student-services/writing-center/index.html>

## **Student Services**

Campus Reassessment, Resources and Education (CARE): <https://www.miracosta.edu/student-services/care/index.html>

Career Resources for Diverse Communities: <https://www.miracosta.edu/student-services/career-center/student-resources/career-resources-diverse-communities.html>

Food Pantry & Food Distribution: <https://www.miracosta.edu/student-services/care/food-pantry.html>

Health Services: <https://www.miracosta.edu/student-services/health-services/index.html>

LGBTQIA+ Resources: <https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html>

Military and Veterans Services: <https://miracosta.edu/student-services/veterans-services/index.html>

Student Accessibility Services (SAS): <https://www.miracosta.edu/student-services/sas/index.html>

Student Forms: <https://www.miracosta.edu/student-services/admissions/forms.html>

Student Resources: <https://www.miracosta.edu/student-services/index.html>

## **Academic Success & Equity Programs:**

Puente: <https://www.miracosta.edu/student-services/student-equity/puente-project/index.html>

Mana: <https://www.miracosta.edu/student-services/student-equity/mana/index.html>

RAFFY (Resources & Assistance for Former Foster Youth): <https://www.miracosta.edu/student-services/student->

[equity/raffy.html](#)

Umoja: <https://www.miracosta.edu/student-services/student-equity/umoja-summer-bridge/umoja.html>

UPRISE (Undocumented Student Rise in Solidarity and Empowerment): <https://www.miracosta.edu/student-services/student-equity/uprise/index.html>

Transitions: <https://www.miracosta.edu/student-services/student-equity/transitions/index.html>

SPHERE: <https://www.miracosta.edu/student-services/student-equity/lgbtqia/lgbtqia-ase.html>