

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)*
- 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*)

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*)

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

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, Blackboard, TurnItIn.com, etc.)
- Policy on plagiarism/cheating**
- Academic integrity
- Participation (if it is included in grading)
- Circumstances for Incomplete grade

About Your Expectations

- Student Rights and Responsibilities (link)
- Classroom behavior
- Civility and respect

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 Learning Outcomes (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 ***

- *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

- *DSP&S statement (see recommended language below)*
- Academic support services
- Student support services

Important dates

- 75% withdrawal deadline
- Final exam date and time

Recommended Language for Your Syllabus

Disability Accommodations

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is 760.795.6658 and they are located in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

OR

If you have a disability, you are encouraged to contact Disabled Students Programs & Services at 760.795.6658. Their office is located in Building 3000, adjacent to Parking lot 3C. They will help you determine what assistance is available for you.

OR

If you have a hidden or visible disability, which may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with Disabled Students Programs & Services at 760.795.6658. Their office is located in Building 3000, adjacent to parking lot 3C.

OR

If you have specific physical, psychological or learning disabilities and require accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will also need to provide documentation of your disability to Disabled Students Programs & Services at 760.795.6658

Incomplete Grade

Students seeking a grade of Incomplete must consult with me no later than the week prior to finals (you may wish to specify a date within this week). A grade of Incomplete will only be considered for unforeseeable, emergency and justifiable reasons at the end of the term, and only upon agreement of conditions for completing coursework.

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 (specify date). This option for grading is nonreversible once selected. 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.

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. More information regarding the library may be found at their webpage: <http://library.miracosta.edu>

Internet Access and Harassment

This class is conducted in a computer classroom, where computers are connected to the Internet at all times, 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.

College Support Services

The Tutoring and Academic Support Center (TASC) and the 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 during day and evening hours at all MiraCosta College campuses. I recommend you take advantage of these academic support services.

Additional student support services are also available including health services and personal counseling, academic counseling, and veterans' services.

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.

Course Repetition*

The maximum number of enrollments for regular courses is THREE. All grades, including withdrawals (W), are included in the count.

References

*MCC AP 5075; Title 5, §§55024, 58004, 58161

** MCC AP 5500, AP 5520

***MCC AP 4105; Title 5, §55200 et seq.

Important Links

MCC AP 5075: <http://www.miracosta.edu/officeofthepresident/board/downloads/5075AP-CourseAddsandDrops-Effective4-6-10Revised5-1-12.pdf>

MCC AP 5500: https://www.miracosta.edu/officeofthepresident/board/downloads/5500AP-StandardsofStudentConduct-Effective5-5-09-Revised1-24-12_000.pdf

MCC AP 5520: <http://www.miracosta.edu/officeofthepresident/board/downloads/5520AP-StudentDisciplineProcedures-Effective5-5-09Revised9-20-111-24-12.pdf>

MCC AP 4105: http://www.miracosta.edu/officeofthepresident/board/downloads/4105AP-DistanceEducation-Effective1-19-10Revised6-18-13_003.pdf

Institutional Learning Outcomes: <http://www.miracosta.edu/instruction/slo/iloutcomes.html>

MiraCosta College Library: <http://library.miracosta.edu/homepage>

Student Services: <http://www.miracosta.edu/student-services/index.html>

Disabled Students Services & Programs: <http://www.miracosta.edu/student-services/dsps/index.html>

Tutoring & Academic Support Center: <http://www.miracosta.edu/student-services/tutoring/index.html>

Writing Center: <http://www.miracosta.edu/student-services/writingcenter/index.html>

Health Services: <http://www.miracosta.edu/student-services/healthservices/index.html>

Academic Counseling: <http://www.miracosta.edu/student-services/counseling/index.html>

Veterans Services: <http://www.miracosta.edu/student-services/veteransservices/index.html>

Student Learning Outcomes: <http://www.miracosta.edu/instruction/slo/index.html>