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 <u>not</u> 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.

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

To assist in designing the style, tone, and other components of your syllabus (and/or your Canvas page), this checklist is organized into four sections:

1. **Required Syllabi Content**

2. **Suggested Syllabi Content**

3. **Recommended Language for Your Syllabus or Canvas Page**

4. **Helpful Links for Your Syllabus or Canvas Page**

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1. Required Syllabi Content

About the Class:

- Course prefix and number (example: CHEM 101)
- Semester and year
- Any onsite meetings if this is a hybrid class.

About the Instructor:

- Instructor's Name
- Instructor's 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.

About the Course Content:

- 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
- Student Learning Outcomes (from Course Outline of Record)
- Program Learning Outcomes (as applicable)
- Institutional Core Competencies (see "Important Links" below)

Additional requirements for online or hybrid courses: [1]

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

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: Insert a table in your syllabus to highlight the alignment of your CSLOs to the College's Core Competencies. *See example below)

Course Student Learning Outcomes (CSLOs) describe what students should be able to do upon successful completion of BIO 220. These are assessed using exams, projects, and other assignments.	MCC Core Competencies 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.	• Critical Thinking, • Problem Solving, • Written Communication Skills
SLO #2: Student will be able to design a valid experiment which investigates a physiological process.	• Critical Thinking, • Creative Thinking
SLO#3: Student will be able to defend structure-function relationships in the human body	• Written Communication Skills

∗ Please ensure the table is inserted with the proper accessibility requirements. Consider reaching out to Student Accessibility Services personnel for assistance.

➤ 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.

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[1] MCC AP 4105 (Distance Education): Title 5, §55200 et seq.; MiraCosta Online Class Quality Guidelines

Program Student Learning Outcomes:

➢ PSLOs should be included on syllabi for courses that are part of the underlined required core for that program and in the same discipline.

➢ It is not necessary for other required courses in that program (i.e., courses in other disciplines, non-core courses in the same discipline) to list the PSLOs.

2. Suggested Syllabi Content

About the Class:

- Course Section number
- Course name
- Meeting days, times, and locations

About the Instructor:

- 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[2]).

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 no longer participating in the course. This includes, but is not limited to, excessive unexcused absences that must relate to nonattendance. In an online environment, nonparticipation in course activities will be interpreted as nonattendance[2]).

  NOTE: It is strongly encouraged to clear your roster by dropping students who have stopped attending class and participating 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, Canvas, TurnItIn.com, etc.)
- Policy on plagiarism/cheating[3]
- Academic integrity
- Policy/expectations for the use of Artificial Intelligence
- Participation (if it is included in grading)
- Circumstances for Incomplete grade

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[2] MCC AP 5075 (Course Add and Drops); Title 5, §§55024, 58004, 58161, 58509
[3] MCC AP 5500 (Standards of Student Conduct); MCC BP 5505 (Academic Integrity)

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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)
- Assignments
- Calendar
- Tips for success in this course

About Support Services (see recommended language below):

- Student Accessibility Services (SAS) statement (Disability Accommodation)
- Academic support services (College Support Services)
- Student support services

Important Dates:

- [Important dates (Admissions web page)](#)
- 75% withdrawal deadline
- Final exam date and time
- Pass/No pass is the last day of instruction for your class.

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3. Recommended Language for Your Syllabus or Canvas Page

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](#)

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 helps locate 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 or contact 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 or contact 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
- And more depending on your needs!

To learn more about the services offered, please visit the CARE web page 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 Learning Centers (TLC) assist students by providing individual and group tutoring, writing feedback, drop-in appointments, and student success workshops. Services are free and available to all students at all MiraCosta College campuses and online through Zoom. The TLC includes the Academic Support & Innovations Center (ASIC), STEM Learning Centers (STEMLC), and Writing Center (WC) with current hours available on their websites. Additional student support services are also available including: academic counseling, military and veterans' services, financial aid, scholarships, career counseling, technical support, computer labs, and support in language courses. I highly encourage you to take advantage of these free support services.

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. 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.

Diversity Statement:

Examples: It is my goal that students from all backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. I will strive to present materials and activities that are respectful of diversity, gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please feel open to letting me know ways to improve the effectiveness of the course.

Hate Free Zone:

In our classroom, each student should feel free to express their own opinion and ideas in a respectful manner. Students should be open to listen to and appreciate differences in opinions, life experience, worldviews, values/beliefs, etc. Our class is a hate-free zone. Please be mindful of how you communicate your values, beliefs, ideas, opinions, etc. While we will often disagree with other people, it does not give anyone the right to intentionally hurt others with words or to discriminate against them. Words matter. I thank you for honoring this practice and creating a brave space for us to learn and grow together.

Incomplete Grade

Students seeking a grade of Incomplete must have completed 75% of the coursework and request an incomplete prior to grades being submitted. See [Incomplete Grade Petition](#) under credit forms.

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](#) 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](#).

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.

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4. Helpful Links for Your Syllabus or Canvas Page

MCC Administrative Procedures:
AP 4105 Distance Education

AP 5075 Course Adds and Drops

AP 5500 Standards of Student Conduct

BP 5505 Academic Integrity

Instruction:
About The STEM Learning Center

Academic Counseling: (Credit)

Academic Counseling: (Noncredit)

Academic Support & Innovations (formerly known as Tutoring & Academic Support)

Academic Proctoring Center

Assistive Tools Available for Learning

Career Counseling/Services (Credit)

Career Services (Noncredit)

Core Competencies

Math Learning Center (STEMLC)

Library

Online Education Support Resources

Student Learning Outcomes

Writing Center

Student Services

Campus Assessment, Resources and Education (CARE)

Career Resources for Diverse Communities

Food Pantry & Food Distribution

Health Services

LGBTQIA+ Resources

Military and Veterans Services

Student Accessibility Services (SAS)

Student Forms

Student Resources

Academic Success & Equity Programs:

Puente

Mana

RAFFY (Resources & Assistance for Former Foster Youth)

Umoja

UPRISE (Undocumented Student Rise in Solidarity and Empowerment)

Transitions

SPHERE