

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 students¹)

About Dropping

- Policy on dropping students from your class (it is the student's responsibility to

¹ MCCD AP 5075; Title 5, §§55024, 58004, 58161

drop or withdraw, unless you state you will do so upon certain conditions, such as excessive absences¹)

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, Canvas, TurnItIn.com, etc.)
- Policy on plagiarism/cheating²
- Academic integrity
- Participation (if it is included in grading)
- Circumstances for Incomplete grade

About Your Expectations

- Student rights and responsibilities²
- Classroom behavior
- Civility and respect
- Unit requirements and study hours outside of the classroom

About the Course Content

- Prerequisites
- Advisories
- Course description (from the Course Outline of Record)
- *Student learning outcomes (from the Course Outline of Record)*
- *Program learning outcomes (from the Program Outline as applicable)*
- *Institutional core competencies (see Important Links, pp. 7–8)*
- *Required materials: materials fees, textbook (full title), edition and/or copyright year, and other course materials (ISBN # is suggested, not required)*
- *Field trips or alternative assignments*
- Assignments
- Calendar
- Tips for success

Additional requirements for online or hybrid courses³

- *Policy describing the frequency and timeliness of instructor-initiated contact*

² MCD AP 5500, AP 5520

³ MCD AP 4105; Title 5, §55200 et seq.

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

About Support Services

- SAS statement (see Recommended Language for Your Syllabus, pp. 4–6)
- Academic support services
- Student support services

Important dates

- 75% withdrawal deadline
- Final exam date and time

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.

College Support Services

The [Tutoring and Academic Support Center](#), [Math Learning Center](#), [STEM Learning Center](#), and [Writing Center](#) 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. Other available student support services include [academic counseling](#), [veterans' services](#), [financial aid and scholarships](#), and [career counseling](#).

Course Repetition

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

Disability Accommodations

If you have a disability 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 (formerly known as Disabled Students Programs and Services or DSPS). The SAS office can be reached at 760.795.6658 or 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 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 be considered only for unforeseeable emergency and justifiable reasons at the end of the term and only upon agreement of conditions for completing coursework.

Internet Access and Harassment

This class is conducted in a computer classroom where computers are always connected to the Internet and can 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 always monitor every computer. 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, and the [Out@MiraCosta](#) online directory. Please visit the MiraCosta College [LGBTQIA+ Equity webpage](#) (<https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html>) to learn more about LGBTQIA+ equity efforts, view contact information for LGBTQIA+ student services specialists, or speak with someone about an incident of bias.

Library Resources

MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians 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>).

Mental Health Counseling Resources

As a student in these challenging times, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. Please know that MiraCosta College Health Services offers personal counseling sessions and groups. For a session, call 760.795.6675 or visit the [Health Services webpage](#) (<https://www.miracosta.edu/student-services/health-services/index.html>). There is no additional fee for these sessions for credit students, and the content of the sessions is confidential. In a crisis or after hours, call Campus Police at 760.795.6640, local police at 911, or the Up2SD Crisis Line at 888.724.7240, or text the word "COURAGE" to the crisis text line at 741741.

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 and Records by (*specify date*). The petition form is available [online](#) or from Admissions and 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

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. Faculty may want to demonstrate the linkage between their course SLOs (CSLOs) and MiraCosta's core competencies using 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.* For example:

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.	<ul style="list-style-type: none">• Critical Thinking• Problem Solving• Written Communication Skills
SLO #2: Student will be able to design a valid experiment which investigates a physiological process.	<ul style="list-style-type: none">• Critical Thinking• Creative Thinking
SLO #3: Student will be able to defend structure-function relationships in the human body.	<ul style="list-style-type: none">• Written Communication Skills

* Please ensure the table is inserted with the proper accessibility requirements. Consider reaching out to Student Accessibility Services 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 communication skills developed through assignments and exams in this course.

Important Links (A to Z)

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

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

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

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-StudentDisciplineProcedures.pdf>

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

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

Healthy Return to Campus: <https://miracosta.edu/covid/index.html>

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

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

Math Learning Center: <https://miracosta.edu/student-services/math-learning-center/index.html>

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

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

Noncredit Counseling Services: <https://www.miracosta.edu/academics/continuing-education/adult-high-school/index.html>

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

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

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

Student Affairs: <https://miracosta.edu/student-services/student-affairs/index.html>

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

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

Tutoring and 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>