Syllabi Requirements and Information

Please note that faculty MUST include at least the following items on each of their syllabi. These are not listed in any particular order. Please make sure you have included all the requirements on each of your syllabi. At the beginning of eash semester, the Office of Instruction usually sends out an email asking you to email each syllabus to a specified address.

- Course prefix and number (example: DNCE 101)
- Semester and year (example: Summer 2010)
- Dates, times, and locations of any in-person meetings, if it is a hybrid course
- Name of Instructor
- Contact information for instructor (at minimum, email address and/or phone number)
- Student learning outcomes (from Course of Study); Dept chair can provide you with these or let you know how to access them for each course.
- Required materials (textbook or other course materials, including materials fee)
- Info on any field trips or alternative assignments
- DSP&S statement; please see below for possible statements that would suffice for the DSP&S statement

Disability Accomodations

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

MiraCosta College Syllabus Checklist and Ideas

Your syllabus serves multiple purposes for your students: as an introduction to you, an invitation to your course, 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 key.

This checklist offers items you may consider in designing the style and components of your syllabus. Required items are noted in bold; others are offered as suggestions.

About the Class

- Course prefix and number (example: DNCE 101)
- Section number
- Semester and year
- Course name
- Meeting days, times, and locations
- Any online meetings, if hybrid course

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

- Important Information regarding Grading and Attendance
- Tardy policy (or early exits)
- Absence policy
- Drop policy (it is the student's responsibility to drop or withdraw, unless you state you will do so upon certain conditions; clearing rosters of names of students who have stopped attending class regularly is strongly encouraged by the 75% withdrawal date)

About Grading

- Important Information regarding Grading and Attendance
- Grading/evaluation structure
- Late homework, exams, papers policy

- Make-up work policy
- Plagiarism/cheating policy
- 75% withdrawal date
- Final exam date and time
- Incomplete grade

About Your Expectations

- Classroom behavior expectations
- Academic integrity

About the Course Content

- Prerequisites
- Advisories
- Course description (from Course of Study)
- Student learning outcomes (from Course of Study)
- Required materials (textbook or other course materials)
- Any Field trips or alternative assignments
- Assignments
- Schedule
- Tips for success in this course

About College Services

- DSP&S statement (See possible statements below)
- Academic support services
- Important dates

Workshops on syllabus design are often offered during Flex Weeks. Courtesy of Jim Sullivan of the Letters Department, additional information may be referenced online.

Important Information regarding Grading and Attendance

Below is important information from Pam Deegan, VP of Instruction. Please read it carefully. You may NOT lower a student's grade based solely on attendance.

Attendance and Grading

This is the information all full and part-time instructors need to know before faculty assign final grades for this semester.

MCC has an administrative procedure (listed as a policy in the 2008-2009 catalog) that says: "Individual instructors may consider excessive absences as reasonable grounds for lowering a student's grade, for recommending the student's withdrawal from class, or both."

Recently, we have discovered that this policy is NOT in compliance with Title 5.

Individual instructors CAN involuntarily drop a student due to excessive absences (see Title 5, section 55003), but CANNOT lower grades due to excessive absences. However, the grade may be based partially on attendance if attendance is considered performance or is necessary to performance in the class.

This is because grades must be assigned according to UNIFORM standards based on PERFORMANCE on the stated course objectives and demonstrated PROFICIENCY in the subject matter (see Title 5, section 55002).

An instructor who lowers a grade as a punitive measure for excessive absences is not applying uniform standards of grading, since the elements that comprised the final grade are not the same for students with excessive absences as for other students. Also, that student's grade is not based entirely on performance on the stated course objectives and demonstrated proficiency in the subject matter, since the grade that was based on those factors has been lowered.

Acceptable Policies (examples):

"10% of the grade is based on attendance and participation."

"50% of your grade in this class is based on in-class performances that cannot be made up outside of class."

"After two consecutive weeks of absence you will be dropped from this course."

"I will not accept homework or papers from students that are not in attendance on the due date."

Unacceptable Policies (examples):

"10% of the grade is based on attendance and participation, 50% on test grades, and 40% on homework. Students who are absent more than five times in the semester will have their grades lowered by 1/3 letter grade for each additional absence."

"There are four papers in this course worth 100 pts. each for a total of 400 pts. Thus, an A is 360 pts. (90%), a B is 320 pts. (80%), a C is 280 pts. (70%) and a D is 240 pts. (60%). Any absence over three will result in a point deduction of 20 pts. Three tardies equal an absence."

Now that we know this, instructors need to know that the college cannot support them in lowering a grade as a punitive measure for excessive absences. They need to know this prior to assigning final grades, as I'm sure it would be an unpleasant surprise in a grade dispute for a faculty member to just then find out that the basis for his/her grading is not a legal basis, despite being in accordance with current college policy.

We found this out in conjunction with finding out that you cannot give an F in a class as a punitive measure for cheating or plagiarism. You can give a 0 on that assignment, but the rest of the grading has to be based on that student's performance on the other assessments.

Suggested Wording for Info on Incomplete Grades, Pass/No Pass Grading Option, Library Resources, Internet Access and Harassment, College Support Services

Below in what should go on a new webpage from the link titled: Suggested Wording for Info on Incomplete Grades, Pass/No Pass Grading Option, Library Resources, Internet Access and Harassment, College Support Services

Incomplete Grade

Students seeking an "Incomplete" grade must consult with me no later than the week prior to finals (you may wish to specify a date within this week). Incompletes 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: www.miracosta.edu/library.

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 your instructor 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, WC drop-ins, 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 that you take advantage of these academic support services. For more specific information, please call (760) 795-6682