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

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 Name

Instructor 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

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

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 <u>MiraCosta's</u> <u>Core Competencies</u> 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. | Oritical 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 <u>Student Accessibility Services</u> personnel for assistance.

- Method 2: Provide a <u>link</u>.
- Method 3

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 <u>CARE web page</u> and check out the <u>CARE Resource Guide</u> for <u>Basic Needs</u>. 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 <u>student support</u> services are also available including: academic counseling, ________, financial aid, scholarships, career counseling, technical support, computer labs, and support in language courses. I highly encourage you to take

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

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, CARE Team is here to provide support and/ or help you get connected to appropriate resources.

You may fill out a <u>CARE referral form</u> to request assistance, or schedule free mental health counseling sessions at <u>Health</u> <u>Services</u> 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 <u>Petition for Pass/No Pass</u> to Admissions & Records by (the last date of instruction for the course (specify the last date of instruction for your cla\$s) he petition <u>form</u> 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 <u>MiraCosta College catalog</u> or schedule for more detailed information.

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: (Oredit) 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:

<u>Puente</u>

<u>Mana</u>

RAFFY (Resources & Assistance for Former Foster Youth)

<u>Umoja</u>

UPRISE (Undocumented Student Rise in Solidarity and Empowerment)

Transitions

<u>SPHERE</u>