Course Syllabi Checklist

(Includes required elements as well as recommended options)

The following are syllabi guidelines (all modalities).

1. Please make sure all **REQUIRED** elements are included.
2. There are also **Highly Recommended and Recommended** elements that might make the syllabus clearer & more inclusive.
   a. There are unique items for all modalities including the Assessment Methods, Netiquette Guidelines, Camera Guidelines, Grading, Course Policies, Accessibility of Course Material, Technical Requirements, and Canvas Orientation Material. Inclusion of these items in syllabi may help orient students and clarify class expectations.

Please check with your Department Chair if you have questions about what to include.

LEGAL REQUIREMENTS

Course Description: Use wording from college catalog to complete this section. ACCJC 2.3

Course Learning Outcomes (Department dependent) ACCJC 2.2/2.3, Title 5

Student Learning Objectives (from Course Outline of Record – class dependent.) ACCJC 2.2/2.4, Title 5

Course Description (Catalogue)

Course ID Number

Semester/Year

Policies Title 5

Modality

Class Time/Location

Add/Drop Deadline

Census Date

Withdrawal Date

Participation Policy

Academic Honesty/Conduct: Students are subject to charges of misconduct as described in <u>BP 5500.</u> Title 5

AI Tools: allowed, conditional, not allowed Title 5

Disability Services/Accommodations ACCJC 2.4, Title 5, AP 3105.1

Courses Requiring Strenuous Physical Activity (if applicable) Title 5

AFT REQUIREMENT

Student Dropping: Faculty commitment to retention will be demonstrated by informing students that they are to talk with the instructor prior to dropping the course. Faculty are encouraged to include a statement to this effect in their course syllabi. AFT Guild Collective Bargaining Agreement 2023-2026

RECOMMENDED

Welcome to class by the professor: suggested items could include the professor's background, their approach to teaching, and/or class's relevance to student's education, transferability, employment, or life.

Course Prerequisites/Advisories: Use wording from the college catalog to complete this section.

Instructor Information: name preference, office location (Bldg., Room #), Office Hours (Day, Time, Modality, et cetera)**,** Contact information (E-mail, Phone, Zoom, et cetera)

E-mail guidelines: preference for student contact, e.g.: use Canvas Inbox only, response times, et cetera.

Textbook and Materials: required/recommended textbook: (Title, ISBN, OER, access code, cost, additional materials or software),

Assessment Methods

Class Schedule

Etiquette/Netiquette Guidelines: professionalism, and respect

Camera Guidelines (Synchronous, Hybrid modalities)

Tech and Software Requirements (Asynchronous, Synchronous, Hybrid modalities)

Grading Policy

Late/Missed Assignments

Final Grades

Student Support Resources: Student E-mail Login Landing Page, Mesa Tutoring and Computing Center, The Stand, Health Services, Pregnancy and childcare, et cetera

Veterans policy (Military Serving Institution)

Student Code of Conduct

Title IX

Due Process

Preferred Pronouns: set their preferred pronouns in their Canvas account.

Name Modification/Preference

Canvas Orientation Material