

We would appreciate it if you could name your file(s) using this naming convention: **Class-section FA23 your last name i.e. MATH-100-1234FA23Smith** Using this format will help organize and sort the files in the folder.

## CONTENT AND FORMAT FOR COURSE SYLLABUS

### Tone

- The tone should be respectful, encouraging, and welcoming to students
- Tone communicates a helpful, positive attitude
- Tone is motivational and nonthreatening

### Communication of High Expectations

- All students are expected to succeed in the course
- Belief that all students are capable of obtaining their educational goal
- Descriptions that empower all students to believe they can meet and excel at the course goals and objectives
- All students are expected to actively participate in classroom discussions and rigorous learning activities
- All students and faculty are to be highly respectful of each other

### Course Information

- Title and course number
- Department name
- Number of units
- Semester (fall, spring, or summer)
- Materials fee (if applicable)
- Meeting time and location
- If the course has “Hours by Arrangement” the syllabus must include the specific block of times when the TBA/HBA hours must be filled and include the instructional activities to be conducted during TBA/HBA. While *attendance* cannot be used as a factor in determining grades, it is important to emphasize that *participation* in lab activities is mandatory and must be factored into the final grade.

### Instructor Information

- Name of instructor
- Office address and phone extension
- LMC Email address (no personal email address is allowed due to FERPA)
- Student hours (formerly office hours) – list all 5 weekly hours (some can be scheduled in the CORE)
- Preferred method of communication (phone versus email versus other)
- Daily Class Cancellation page: <http://www.losmedanos.edu/classcancel/>

### Textbooks and other readings

- Required texts and articles
- Recommended texts and articles
- Readings (including optional) and other preparations for each class meeting
- Other course-related materials (if any)

- Where to locate or purchase texts and materials – availability in the library or the reserve section

### **Course Calendar or Schedule**

- Sequence of course topics aligned with course content in COOR (Course Outline Of Record) with tentative (or firm) dates
- Due dates for and nature of assignments, exams
- Calendar of class activities

### **Grading/Evaluation Methods**

- Grading procedures for assignments and exams
- Procedure for determining final grade
- Components of final grade
- Weighting of components
- Attendance alone cannot be a factor in grading; however, if participation is included in grading, clearly explain how it will be assessed.
- Indicate if the course is ‘student choice’ with a brief explanation that it is irreversible. Student choice options means that grading can be letter grade, or Pass/no Pass. Faculty should consult with department chair on grading guidelines consistent with COOR.

### **Course Policies**

- College-based policies (such as academic dishonesty, expected behavior, etc.) Legal opinion states that a failing grade can be assigned to a particular exam or assignment (not the course) in the case of academic dishonesty. The Student Code of Conduct that defines misconduct and describes disciplinary procedures is on the college website at: <http://www.losmedanos.edu/studentcodeofconduct/>
- Departmental policies
- Course-specific policies (such as attendance, dropping the class, missed exams, makeup work, collaborative work, use of technology, electronic/social media, etc.)
- Statement on ADA accommodations: *Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”*
- If you need additional information on ADA issues, please contact DSPS department at ext. 37470.
- All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment

### **Classroom conduct and student expectations**

- Regular and timely attendance
- No food or drinks in computer labs
- Children and non-enrolled persons are not allowed to ‘sit-in’ in the class
- Create a respectful learning environment for all students in the class

### **Consideration of Students’ Needs, Aspirations and Resources**

- Development of students’ study skills and critical thinking abilities

- Location of additional resources: Labs, Center for Academic Support, tutoring, counseling, study skills courses, library, and other support services
- Description of how class and course objectives will prepare students for future courses and/or academic goals
- Transfer information as applicable. LMC’s Academic Senate has asked faculty to include detailed information on the transferability of courses (CSU/UC/IGETC, area/requirement fulfilled, etc.) Please encourage students to see a counselor to develop an educational plan and/or for detailed transfer information.
- Description of type of support students could receive in preparation for tests and papers
- **If the course has “Hours by Arrangement” the syllabus must include the specific times and instructional activities. Participation is mandatory and must be factored into the grade**
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

### **Introduction to the Course**

- Overview of course material
- Connection to overall program. Transfer information.

### **Course/Instructor Philosophy**

- Philosophy on teaching and learning
- Conceptual structure used to organize the course and why it is organized that way

### **Prerequisites**

- What classes they should already have had or what they should know to succeed
- What they should do if they don’t meet the prerequisites

### **Student Learning Outcomes (Accreditation Requirement)**

- What knowledge should students demonstrate at the end of the course
- What skills should students demonstrate at the end of the course
- The outcomes will be assessed (evaluated) by the instructor in order to improve the teaching/learning process
- Accreditation requires us to include SLOs as written in the COOR, in every syllabus and students are expected to “demonstrate awareness” of the SLOs of the course and the program.

### **Teaching and Learning Strategies**

- Format of class
- Required activities: wide-variety of instructional techniques and resources
- Recommended activities; expectation of active participation by all students
- Suggested learning strategies

### **College Policies**

#### **Sample Statement on Academic Honesty for Syllabi:**

Los Medanos College is committed to student learning, and in order to protect the validity of students’ intellectual work and the authenticity of their achievements, the

college expects that all students will be committed to the value of academic honesty. As such, the Student Code of Conduct holds students accountable for the integrity of the work they submit in all courses. Students should be familiar with the policy and know that it is their responsibility to follow instructor and general academic expectations with regard to academic honesty, including proper citation of sources in written work and the integrity of work submitted in exams and assignments. Serious consequences can result from engaging in academic dishonesty of any sort, including plagiarism, cheating, or assisting others in acts of academic dishonesty. Consequences may include a warning, loss of points on specific assignments, removal from class for the day, and/or notification to the Dean of Student Success office for disciplinary review.

For more information and the complete Student Code of Conduct, visit:  
<http://www.losmedanos.edu/studentcodeofconduct/>

**Statement on ADA accommodations:**

Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”

**Statement about Auditing Policy**

All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment.

**Student Religious Observance Policy**

In accordance with Education Code Section 76121, it is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class (es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the period of absence. Any student who is eligible to take a test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. However, this requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

**emic Senate Student Religious Observance Syllabus Template**

It is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class(es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the

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### **Connection to Student's Cultural and Historical Backgrounds**

- Statement on the valuing of diversity
- Choose texts and materials that reflect a variety of cultural experiences
- Relevance of course to student's socio-cultural realities

Once you have written the syllabus, share it with others for feedback as to its clarity, completeness, and tone.

### **Additional ideas and information that a syllabus may include:**

#### **Course/Instructor Philosophy**

- Philosophy on teaching and learning
- Conceptual structure used to organize the course and why it is organized so

#### **Consideration of Student Needs, Aspirations and Resources**

- Development of student study skills and critical thinking abilities
- Location of additional resources: labs, Center for Academic Support, tutoring, counseling, study skills courses, library, and other support services
- Description of how class and course objectives will prepare students for future courses and/or academic goals and careers
- Transfer information as applicable. LMC's Academic Senate has asked faculty to include detailed information on the transferability of courses (CSU/UC/IGETC, area/requirement fulfilled, etc.)
- Program Information. Please include information about where this course fits in the program to encourage more completions of certificates, degrees and transfers.
- Please encourage students to meet with a counselor to develop an individual educational plan.
- Description of type of support students could receive in preparation for tests and papers
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

#### **Teaching and Learning Strategies**

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### For CTE Majors

- Include information about the annual CTE Employment Outcomes survey that students will receive from the college once they have completed their studies. Example:

“Los Medanos College is partnering with community colleges from around the state to assess the effectiveness of our Career Technical Education (CTE) programs. We are participating in a study that will gather student perspectives on issues such as whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Sometime following the completion of your studies at LMC (at least one full year) you will receive a survey by email, US mail and/or telephone. Completing the survey will greatly benefit the mission of the college as it relates to workforce development. Your participation will support the college’s goal to deliver high-quality and effective educational programs to our community.”

### Once class begins, how do you best use your new syllabus?

While there is no one particular rule to follow, below are a few suggestions that have been collected from instructors who use syllabi successfully.

- *Distribute the syllabus on the first day of class.* When you do this you set the tone for the course. The syllabus lets students know you have completed your preparation and intend to present an organized course.
- *Review and discuss the syllabus with your students.* Be prepared to answer questions about your testing and grading policies, and other matters of concern to students. Discussions on topics such as classroom behavior may be valuable.
- *Duplicate more copies than you have students.* Be prepared to replace lost syllabi, and have copies made for students enrolling late.
- *Put a copy of the syllabus on the course website.* Take advantage of the web and provide hyperlinks to resources to which the syllabus refers. Send an electronic copy to the office of Instruction.
- *Print the syllabus in bright, colored paper.* Students will be able to find it easily during the semester.

## Photocopying & Printing of Classroom Materials

### COPY AND PRINTING SERVICE

<https://www.losmedanos.edu/copycenter/>

### Request & Delivery Expectation Times for Copies in Brentwood

<https://www.losmedanos.edu/copycenter/>

### Turnaround Expectation for Jobs Beyond Basic B/W Copies

<https://www.losmedanos.edu/copycenter/>

### **Making Modules for Sale at Bookstore**

<https://www.losmedanos.edu/copycenter/>

### **Email Ordering System**

The Print & Stock page on the Print Shop webpage

(<https://www.losmedanos.edu/copycenter/printandstock.aspx>) will give you instructions and the request form you need to send with your original file/s. After clicking the button and opening the Print & Stock form, download and save it to your Hard Drive. The PDF form will not save what you input online; nor does the preview/reading pane in Outlook save changes to the form. You must open your downloaded form in Acrobat or Acrobat Reader to fill-in the fields. Then, save your changes, and attach with your original printing file/s to an email message addressed to us. If experiencing problems with the form, please contact us.

Our group email address is: [printshop@losmedanos.edu](mailto:printshop@losmedanos.edu)

After your print or copy jobs are completed, they will be placed in your mailbox. A notification slip regarding completion of your job/s will be placed in your mailbox for pick-up in the Print Shop when the job exceeds your mailbox capacity. If you work at the Brentwood Center and would like your copies sent to you, there is a box on our form you can check mark labeled: "DELIVER TO BRENTWOOD CENTER." If you do not have a mailbox at the main Pittsburg campus and your copies are normally sent to Brentwood, you do not need to specify this. However, if you want to stop a routine Brentwood delivery for specific copy job/s and instead pick them up at the Pittsburg campus, please check the box labeled: "I WILL PICK-UP @ PRINT SHOP."

### **Departmental Costs**

<https://www.losmedanos.edu/copycenter/>

### **Location, Hours of Operation, & Contact**

The Print Shop is located in the Central Services department, room CC1-119.

This is on the basement level of the main college complex building.

Print Shop line: (925) 473-7354

Hours: Central Services is open Monday through Thursday 8:00am - 5:00pm. The Self-Service b/w copier is available during these times.

Central Services may be open on Friday at the start of the semester – please call ahead.

Assistance with Self-Service Copying and Printing is available Monday through Thursday 8:00am - 12:00pm

Operational hours can vary based on semester, but never open weekends or holidays.