Syllabus Checklist – Online/Hybrid Courses

Please ensure your syllabi have all of the required components listed below.

1.) Basic Information:
_____Santa Ana College, Humanities & Social Sciences Division, semester/year
_____ For dual-enrollment courses, indicate dual-enrollment and the name of the high school

2.) Course Information:
_____ Course name and section number
_____ Online or Hybrid (and dates if it's not a full-semester class)
_____ Meeting days and times (for hybrid)
_____ Building and room number (for hybrid)
_____ Course description (as indicated on the course outline of record)

3.) Instructor Information:
_____ Instructor name
_____ Contact e-mail (**You are required to use your SAC e-mail. No personal e-mails or e-mails from other schools**.)
_____ Office phone number (FT faculty)
_____ Office location and office hour(s) (FT faculty)
_____ For virtual office hours, indicate days, times, and instructions for accessing virtual office hours.

4.) SLOs/Mission Statements
_____ Santa Ana College mission statement:
Santa Ana College inspires, transforms, and empowers a diverse community of learners.

_____ English Department mission statement:
The Santa Ana College English Department provides numerous opportunities for students to develop and improve the reading, critical thinking, and writing skills required to succeed at their chosen careers, to meet the rigors of the writing demands at four-year transfer institutions, and to foster lifelong learning and an appreciation of literature.

_____ Course SLOs (available on the English Dept. web page. Please do not use the long list of course objectives in lieu of the 3-4 Student Learning Outcomes.)

5.) Course Requirements/Policies
_____ Required textbooks and materials
_____ Behavior policy/rules of conduct
_____ Communication Statement: This statement should include your preferred method of communication (email, Canvas Inbox, Pronto, etc.), expected response time for emails and Canvas Inbox messages (please, no more than 24 hours Monday through Friday and by the next business day on the weekends. Online instructors, especially, should check messages every day). Be sure to indicate that you cannot discuss grades via email (for FERPA reasons). You can use the Communication Plan page as a basis for this.

_____ Preparation (Please use the wording below)
Are you ready for Online Learning? Do you have the necessary Canvas skills?
- *This course is geared for students who are self-directed, manage their time and have basic computer skills.*
- *It is mandatory to be able to use the Internet and type all assignments.*
- *Complete the "SAC Quest for Online Success" course, on your Canvas dashboard. It will allow to you become familiar with Canvas, learn about time-management and learning styles, and help you to determine the best approach for you in an online course.*
- *Complete our "SAC Student Canvas Training", on your Canvas dashboard. It will familiarize you with Canvas and give you practice with the necessary skills that you will use in our course.*

_____ Course Site Statement
You may access our Canvas course site from home, the library or the student labs at SAC. When you are officially enrolled in the class and the class has been made available to students, you will have access to our class on the college Canvas site. The student is expected to monitor our Canvas course site and complete all assignments in a timely manner. Students are expected to login at least every two days. ***However, logging in does not constitute "presence" in the course. Students who "lurk" rather than participate will be considered absent. (See attendance policy below).***

_____ Software Requirements (see below)
Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. However, I recommend using the most current version of Firefox or Chrome for best results. I also recommend running the [Computer Readiness Test from the Online Education Initiative](). This will test your current browser for plugins and versions to help you navigate general websites.

Some materials in this course may be presented as PDFs. To view these materials, you will need the most current version of [Adobe Reader]().

Many of my assignments will require you to upload a Word or pdf document. To ensure proper formatting, please use Microsoft Word. [Microsoft Office 365]() is available to SAC students for free.

_____ Academic honesty policy (optional wording below, adapted from the college catalog)
Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Assignments that demonstrate academic dishonesty may receive an F grade, and the student may be referred to the dean of the division for further disciplinary action.

_____ Late work policy

_____ Attendance policy (including absence/drop policies). Here is the standard attendance policy for online courses:

In accordance with the college drop policy, students who do not access the class web site or submit the "first assignments" by the due date may be dropped as a no show. Students who fail to turn in the weekly assignments and or participate in the discussion boards will be considered "absent" and may be dropped from the class for "excessive absence." Students are responsible to officially drop the class or they will receive a letter grade based on their performance.

No Show Drop*: [This policy can be adapted to fit your course, as long as you indicate which activities need to be completed in the first week and when the "no show" deadline is.]*
Example: *You must complete your main post on the Ice Breaker discussion and complete the syllabus quiz by Wednesday of the first week of class or you may be dropped as a no-show. Students who do not complete any work in the first week will be dropped.*

Excessive Absence Drop*: If two consecutive weeks of non-participation is observed by the instructor the student will be dropped.*

_____ Grading scale, categories, and policies.
> ***Attendance cannot be graded directly. Also, be mindful of what you are grading. Do all graded assignments align with the COR and also assess the skills/objectives of the course? Do not assess "behaviors;" assess only the skills that align with course objectives.***

_____ Schedule of topics, readings, and assignments
> ***Online and hybrid courses must have "regular effective student-to-student contact," which means you must have a discussion or group activity each week that requires students to interact with one another. This is a Title V requirement for every online and hybrid course. Be sure to build this into your schedule.***

6.) College Policies

_____ Disabilities statement (Please use this exact wording in your syllabus)

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in the Johnson Student Center (JSC) 108, and its phone number is 714-564-6295. Video Phone: 657-235-2999. Fax: 714-285-9619. Email: DSPS@sac.edu. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation, they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

_____ (optional) Learning Center
> ***If you require Learning Center sessions as part of the course grade, you should have a Learning Center statement in your syllabus that includes location, contact information, and hours of operation.***

_____ Title IX/mandatory reporting statement.

Title IX is a federal civil right law that prohibits sex discrimination in education. This includes sexual harassment, sexual assault, and rape. Violations of Title IX, as well as violence or threats of violence on

campus or online, are taken very seriously so that victims are provided with proper support and violators are properly disciplined. As a faculty member, I am required by law to report all such violations. If you have been a victim of sexual misconduct and would prefer to talk to someone confidentially, I encourage you to take advantage of the psychological services offered at [SAC's Health and Wellness Center](). You can contact the Center at (714) 564-6216 or visit them in person in the Johnson Student Center (JSC) 110.