

## Syllabus Checklist

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
- \_\_\_\_\_ Meeting days and times
- \_\_\_\_\_ Building and room number (If taught on a high school campus, indicate the name of the high school as the location and room number if available)
- \_\_\_\_\_ 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)

### 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
- \_\_\_\_\_ 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 Santa Ana College's official policy, which should be included for in-person classes:

*It is the student's responsibility to withdraw officially from a course.*

*Stop attending does not constitute a withdrawal. However, because of enrollment demands a student may be dropped by the instructor when not appearing at the first class meeting.*

*A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total scheduled hours of the class.*

*Under extenuating circumstances, a student may be reinstated by the instructor.*

**\*While we know that attendance has a big impact on success, during the pandemic, be mindful of your attendance policies so that you are not indirectly encouraging students to come to class with COVID symptoms in on-campus courses or punishing them for technology issues in remote courses. We discourage tying attendance to "class participation," as poor attendance is already likely to impact a student's grade. We recommend using Starfish to reach out to students and to flag attendance concerns.**

\_\_\_\_\_ 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 grade behavior.**

\_\_\_\_\_ Schedule of topics, readings, and assignments

\_\_\_\_\_ The following statement about recording devices in the classroom

*The use of any recording device during class without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities who present official documentation from the DSP&S office to the instructor prior to recording. This is to protect privacy and to create a safe classroom environment where all participants can discuss potentially controversial or sensitive subjects freely. If you want to take a photograph or make an audio or video recording, you must get prior permission from the instructor. Even if a student gets permission to record, the recordings are only for personal use and may not be distributed, posted, published, or shared in any manner.*

## 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](mailto: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.*

\_\_\_\_\_ (optional but highly recommended) Remote Learning Disclaimer

Wording here is up to you, but we suggest reminding students that changes in local health agency or CDC guidelines regarding the COVID-19 pandemic could result in moving to remote learning.

## **7.) Remote Requirements**

\_\_\_\_\_ Zoom etiquette and requirements. **\*Please do not require students to have their cameras on. It is frustrating to teach to a wall of black boxes, but there are a multitude of reasons a student may not be able to turn on the camera, including family members in the background and spotty wi-fi.**

\_\_\_\_\_ Instructions for logging on to Zoom. **\*Please do not email students Zoom links. In order to see students' full names and prevent unauthorized "guests" in your Zoom classroom, please set your Zoom sessions up through Canvas and ensure the ConferZoom link is visible in your course menu. Students should always access your class sessions this way.**