Accessible Course Syllabus Template

To use this syllabus: Click "File" then "Make a Copy" -- you do not need to request access. This template is available for anyone to use as they wish.

Instructions for using this Course Syllabus Template

- The syllabus is broken into discrete sections, which can be rearranged, removed, or modified to best fit your course and teaching style.
- The syllabus also includes references to, and instructions for accessing, the various tools included in Canvas that are *commonly used by MPC instructors*.
- Adjust descriptions of activities and outcomes to fit your course.
  - Look for **green text** used as a placeholder, to indicate information needed, text you should change, or notes. ***Be sure to delete these notes before finalizing your syllabus and change the text color to black.***
  - Be sure to remove references to tools, activities, or outcomes that you do not plan to use in your course.
- The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. *Be sure to read these sections and change language to fit your course needs.*

Make Your Syllabus Accessible

Using this syllabus template is your first step toward creating an accessible syllabus. You may also want to attend a workshop on Creating Accessible Materials. For more information visit the MPC Canvas Faculty Support & Resources area of Canvas.

Delete the information above from your finished syllabus before distribution.

[Fall 2017] Course Syllabus

Part 1: Course Information

Instructor Information
- **Instructor:** Name
- **Office:** Location
- **Office Hours:** Times & Days*(Note: if online, explain how to access)*
- **Office Telephone:** Phone Number
- **E-mail:** E-mail address *(Note: specify your preferred contact)*

Course Description
- Enter catalog description.

Prerequisite/Corequisites
- Enter prerequisite information.

GE Area if Applicable
- Enter if applicable or remove this heading. Note: General Education courses must display the area they fulfill.

Textbook & Course Materials
- **Required Text(s):**
  - List required course textbooks. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.
- **Recommended Texts & Other Readings:**
  - List other readings available and how/where to access them.
  - Include a general statement such as Other readings will be made available through Canvas.

Course Requirements
- Internet connection (DSL, LAN, or cable connection desirable)
- Access to Lobo Apps and Canvas
- List other tools, resources, and materials needed by the student for success in the course.

Online Course Structure

[EXAMPLE] This is a fully-online course. All course activities and resources can be found through our course website on Canvas (through Lobo Apps). At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using Canvas such as discussion forums, email, journaling, blogging, wikis, and web posting (*Add and remove listed activities as appropriate to your course.*). All of the learning activities will be completed in your own time so long as they are completed by the dates and times shown in the course schedule.

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check our course Canvas site for corrections or updates to the syllabus. Any changes will be clearly noted in course announcements.

Canvas Access & Technical Assistance

Visit the MPC Lobo Apps portal (click on Lobo Apps from the main MPC Website www.mpc.edu). To access this course on Canvas you will need access to the Internet and a supported Web browser (Chrome, Firefox, and Safari are recommended). Visit the MPC Online Education Help Desk for information about accessing Canvas, tips to help you get started, and information about how to Contact the MPC Online Education Help Desk for support.

Part 2: Student Learning Outcomes & Objectives

Student Learning Outcomes

List the student learning outcomes for this course. **Make sure to list the SLOs from the official course outline of record.** A bulleted list is a good way to display these objectives as shown below:

- SLO
- SLO
- SLO

General Education Outcome(s)

If appropriate, list the general education outcomes for this course. **Make sure to list the GEOs from the official course outline of record.**

- GEO

Course Objectives

List objectives for this course.

- Objective
- Objective

You will meet the outcomes listed above through a combination of the following activities in this course:

Provide instructions to students on how they are expected to meet the learning objectives for the course. For example: Will most objectives be met through examination? Or through participation? Or through projects?

· Attend …
· Complete …
· Participate …

Part 3: Topic Outline/Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

- **Week 01: Topic**
  - Details …
- **Week 02: Topic**
  - Details …
- **Week 03: Topic**
  - Details …
- **Week 04: Topic**
  - Details …
- **Week 05: Topic**
  - Details …

ALTERNATE FORMAT:

Week	Topic	Readings	Activities	Due Date
1				
2				
3				
4				

Note about calendar/schedule. While it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document

Part 4: Grading Policy

Graded Course Activities

Visit the **Assignments** link in Canvas for details about each assignment listed below. Click on **Quizzes** to access quizzes and exams. (See Part 4 for more information about accessing tools and activities).

Points	Description
#	Item 1 (List all activities, tests, etc. that will determine the students' final grade)
#	Item 2
100	Total Points Possible

Late Work Policy

Example: Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

Viewing Grades in Canvas

Points you receive for graded activities will be posted to the Canvas Grade Book. Select Grades from the Course Administration menu at the top of the screen to view your points.
Include a statement about the timeframe of when to look for grades. **Example:** Your instructor will update the online grades each time a grading session has been complete—typically X days following the completion of an activity. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

Letter Grade Assignment

Include an explanation between the relationship of points earned and final letter grade.
Example: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	90-100%	Excellent Work

B	80-89%	Good Work
C	70-79%	Average Work
D	60-69%	Poor Work
F	0-59%	Failing Work

Important note: For more information about grading at Monterey Peninsula College, visit the academic policies and grading section of the university catalog.

Part 5: Course Policies

Participation
Students are expected to participate in all online activities as listed on the course calendar. *Enter specifics regarding attendance policy here.*

If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. If appropriate, mention that you will be using Canvas tracking tool, discussions, chat sessions, and group work, to monitor their participation in the course.

Build Rapport
If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete Assignments
All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will lower your grade.

Understand When You May Drop This Course
It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the MPC Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and

compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [insert condition here]. All incomplete course assignments must be completed within [insert timeframe here].

Inform Your Instructor of Any Accommodations Needed

If you have a disability and would like to request accommodations, please contact the instructor during the first week of the semester so that your accommodations may be provided in a timely manner. Access Resource Center (ARC) provides assistance in determining and facilitating appropriate accommodations for students with verified disabilities. The ARC office is located on the first floor of the Student Services building (STS 115).

Monterey Peninsula College's Academic Honesty Policy & Procedures

From the MPC Academic Catalog: Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to students' behavior in the classroom.

Plagiarism

It is important for students to acknowledge sources that are used for completing classroom assignments. Plagiarism is a form of academic dishonesty.

Plagiarism may be any one of the following:
1. Verbatim copying without proper documentation of the source(s).
2. Paraphrasing without proper documentation of the source(s).
3. Unacknowledged appropriation of information or ideas from someone else.

If students have any questions about these forms of plagiarism or about an assignment they are preparing, they should ask their instructor for clarification rather than risk unintentional plagiarism.

Cheating

It is important for students to act in an honest and trustworthy manner. Work performed on examinations or other forms of evaluation must represent an individual's own work, knowledge and experience of the subject matter. Students are expected to follow the classroom rules established by the instructor.

Cheating may be any one of the following:
1. Unauthorized looking at or procuring information from any unauthorized sources or from another student's work during an examination or from any work that will be graded or given points.

2. Unauthorized acquiring, reading or learning of test questions prior to the testing date and time.
3. Changing any portion of a returned graded test or report and resubmitting it as an original work to be regraded.
4. Presenting the work of another as one's own for a grade or points.
5. Knowingly assisting another student in cheating.

This list is not all-inclusive and the list itself is not meant to limit the definition of cheating to just these items mentioned.

Consequences of Academic Dishonesty
The disciplinary action for cheating or plagiarism is up to the discretion of the instructor. The instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue an "NP" or a failing grade ("F") or "0" for the assignment in question.
3. Refer the student to the Vice President for Student Services for disciplinary action.