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Semester, Year, and Session

Course Name (e.g., Personal Health and Wellness Education)

Prefix, Course Number, and Section (e.g., ESW 236 ONL01)

Classroom Location, Meeting Day(s) and Time(s)

Instructor Name, Office (location and hours), and College Contact Information

# Course Information:

## Number of Credits:

## Class Hours:

## Lab Hours:

## Course Prerequisites and Co-requisites:

# Course Description:

# Welcome to \_\_\_\_\_ (fill in your Course Name)! I am so pleased to be working with you this semester.

# (The following information must be the same as the ACT 335 for the course.)

# Student Learning Outcomes:

(This information must be the same as the ACT 335 for the course. Feel free to do a block copy and paste of the Learning Outcomes/Activities/Evaluation Methods table from the Act 335 found on the College website.)

# Required Textbooks and Materials:

(This information must be the same as the ACT 335 for the course)

# Sequence of Topics:

(This information must be the same as the ACT 335 for the course.)

# **Communication and Attendance**

## MCCC E-mail and Course Communication

In addition to class time (for Face-to-Face and Hybrid) and Office Hours (for FT faculty), there may be times when you need to reach me. Best way to reach me will be (MC3 email, Zoom, phone? What is the method of contact preferred). I make it a habit to check my emails (list frequency of communication ex. I will be checking my emails/voicemail, etc. on Tuesdays, Fridays, and Sundays). Please be mindful of this when trying to reach me. Insert professor’s response time – Ex. You can expect a return response within 24 hours Monday through Thursday, or 2 days Friday through Sunday. If you have not heard back from me within the time frame, please send a follow-up email. Students are responsible for all communications sent via Canvas (this is a good place let students know if they can use Canvas Inbox messenger or are required to use your MCCC email for all email communications at the College). Please contact your instructor if you have questions regarding ethical electronic communication known as “netiquette.” (If you would like to include a Netiquette clause in your Syllabus, a suggested clause can be found on the Addendum.)

## Class Attendance

To be eligible for financial aid funds, you must begin attending all your classes promptly, within 1-2 days of the first day of your start date. This entails more than merely showing up for the first session or clicking into the online course on the first day of the semester. If you are not attending, the College is obligated to drop you from the class. If you are enrolled in an accelerated online, asynchronous course, attendance equals engagement in course-required activities. Please send me an email if you have questions regarding this policy.

# Sometimes circumstances change and plans have to change, too. Here are some things to keep in mind if you find yourself in this situation:

# Withdrawal from the Course

Students initiate the process of course withdrawal after consultation with the instructor and/or an academic advisor/counselor. After the Add/Drop period ends and prior to completion of 60% of the course time, a student wishing to withdraw must submit an official drop/add/withdrawal form. An official grade of “W” (Withdrawal) is assigned to the course. After completion of 60% of the course time and prior to 75% of the course time the student must request and receive permission from the course instructor to withdraw from the course. The instructor completes an online Withdrawal Permission Form and indicates a final course status grade of “W” (Withdrawal). The College’s Registration Calendar outlines specific dates associated with the withdrawal process that must be followed.

Withdrawal after Deadline

For a withdrawal after the deadline due to medical, catastrophic event or other circumstances beyond the student’s control, students can request a withdrawal with supporting documentation. View the Withdrawal section of the [Comprehensive Grading](https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment) policy on the College website.

# **Academic Program of Study and/or Course Information**

## Course Calendar

Some of you have expressed an interest in consolidating your Course Calendar/Schedule and your Syllabus. Students have indicated that it helps them feel more confident and prepared to succeed in their coursework. Syllabus, in your Canvas Menu, gives a list of assignments and Due Dates, so you may not find it necessary to include one in your syllabus. However, if you would like to embed your Course Calendar, you can do a block copy right from your Canvas course Syllabus, or copy/paste the link into this document. Since the Canvas Syllabus only shows Assignments titles and due dates, you can provide more details of the topics, readings, etc., in this space.

## Course Grading Policy and Procedures

Explanation of how the final grade is calculated for the course. Note any special treatment of grades (e.g., lowest quiz score dropped). Include assessment breakdowns, assignments, point values, and percentage of total grade (e.g., 25% Quizzes, 60% Papers, etc.). Include consequences for late or missed assignments and tests.

# Course Specific Policies and Information

(Insert any additional course policies here, i.e., attendance policy, grace period for late work, do you use group projects, Zoom or Teams for meetings, etc.)

## Statement Regarding Updates to Syllabus

(e.g., This syllabus is subject to change. Students will be notified of any updates via Canvas Announcements and/or student email).

# **College Policies and Resources**

# College Policies

The College and Student Success policies are available in your course Canvas Home page by clicking on the **Policies** button.

# Academic Integrity and Artificial Intelligence

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the College’s [Student Academic Code of Ethics](https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics). This includes all projects that ask you to create a product, find or solve a problem. (See the Addendum for suggested additions to this clause. This additional language will help you clarify students’ use of generative AI in your course.)

# Comprehensive Grading Policy at the College

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| --- | --- |
| **GRADED DESIGNATIONS** | **INSTITUTIONAL GRADING SCALE** |
| **GRADES** | **QUALITY POINTS** | **DEFINITION** | **GRADES** | **NUMERICAL EQUIVALENCIES** |
| **A** | **4.00** | **SURPASSES EXPECTATIONS** | **A** | **93-100** |
| **A-** | **3.67** | **A-** | **90-92** |
| **B+** | **3.33** | **ABOVE EXPECTATIONS** | **B+** | **87-89** |
| **B** | **3.00** | **B** | **83-86** |
| **B-** | **2.67** | **B-** | **80-82** |
| **C+** | **2.33** | **MEETS EXPECTATIONS** | **C+** | **77-79** |
| **C** | **2.00** | **C** | **70-76** |
| **D** | **1.00** | **BELOW EXPECTATIONS** | **D** | **60-69** |
| **F** | **0.00** | **ACADEMIC FAILURE** | **F** | **0-59** |
| **FS** | **0.00** | **ACADEMIC FAILURE – STOPPED ATTENDING** | **FS** | **0-59** |
| **XF** | **0.00** | **ACADEMIC MISCONDUCT** | **XF** | **0.00** |

# Student Success Resources

In addition, the College makes available many resources that are available to support your personal and academic growth and success. Links can be found on the Canvas course Home page. In addition, explanations of these Student resources can be found on the website under For students (<https://www.mc3.edu/resources-for/students>). (If you would like to include information regarding Free Mental and Physical Health Resources and/or Basic Needs, suggested language is included on the Addendum.)

Library Services

The College libraries are available 24/7, providing access for current students to academic research databases, eBooks, online journals, and streaming video. Students can book online or in-person appointments, chat with a librarian, or visit our service desks for help. For contact information, locations, and hours of operation, visit [library.mc3.edu](https://library.mc3.edu/).

## Emergency Closing Notification

In the event of an emergency or weather-related closing, the College provides electronic notification for all students, employees, vendors, and community members. All are encouraged to enroll in this free, up-to-the-minute electronic messaging service. Participants select their choice of delivery — cell phone or email. It is free to sign up, but standard text messaging rates may apply from your service provider. To sign-up for electronic messaging or to update your current account, sign up through [https://www.mc3.edu/txt.](https://www.mc3.edu/choosing-montco/student-experience/campus-safety/emergency-text-alerts)

## Acceptable Use of Technology

The College views technology and its use in instruction, in service delivery, in advising, in communications as a strategic asset. The College’s commitment to academic freedom and appreciation for creating an environment of free inquiry extends to the electronic information environment. Acceptable use policies preserve the stability and security of our information technology resources, protect the College from inappropriate use, and ensure reasonable accessibility to technology resources for our academic community. These policies govern desktop, network, email, telephone, internet, data security, and software uses of College-managed information technology equipment and resources. The full [Acceptable Use of Technology policy](https://www.mc3.edu/about-mccc/policies-and-procedures/acceptable-use-of-technology) is available on the College website

# Registration Calendar

The [Registration Calendar](https://www.mc3.edu/admissions/dates-and-deadlines) is available on the College website.