

## Laney College Syllabus Recommendations

This document provides recommendations on items to include on syllabi to help students be successful in class. This document may assist you by providing language you can choose to use.

Faculty must submit a copy of each course syllabus to their division office by the end of the first week of the term.

Section	Items
Heading	College name, course title, prefix, course number, section number(s), credits, academic term, and year.
Meeting Times	Meeting days, location, times.
	Course format: online, hybrid, face-to-face, and instructions on how students can access the synchronous portions of the class, if relevant.  Example This class is a hybrid course with BOTH online synchronous, scheduled meetings and on campus meetings. You will access the online meetings through Zoom. The Zoom link is in the Canvas course. On campus meetings will be in F 301.
	Contact hours and minimum expectations for hours out-of-class.  Example This is a 3-unit class, which meets for 3 hours a week. For each hour that class meets, you should expect to do 2 hours of homework outside of class. This means you should plan for 6 hours of homework each week for this class. Homework includes reading the textbook, working on assignments, and studying for exams.
Contact Information	Instructor name and contact information. Include office location, email, and office phone number.
	Office hours location and times.
Course Description	Official course description and transferability information. These can be found in CurriQunet META in the Course Outline of Record (COR).
SLOs	Official Student Learning Outcomes. These can be found in CurriQunet META in the Course Outline of Record (COR) <b>and are required</b> to be on the syllabus by accreditation.
Materials	List of required and recommended texts, materials, and technologies. Directions on how and where to get the materials.

Assignments & Activities	<p>Assessments the class requires and the point value assigned for each item.</p> <p>Example</p> <p>Canvas Modules will contain the following components:</p> <ul style="list-style-type: none"> <li>• <b>Announcements (0 pts):</b> Here you will find time-sensitive information, reminders, and changes.</li> <li>• <b>Notes and Readings Assignments (25 pts each):</b> These are comparable to lectures in a face-to-face class. They will have comprehension quizzes throughout the readings. Every week you will be required to complete one or two reading assignments.</li> <li>• <b>Exams and Writing Assignments (100 pts each):</b> The goal of the written assignments is for you to think about issues and ideas related to the subject area. Three modules have writing assignments and will be graded with a rubric. All writing assignments will be submitted through TurnItIn. <ul style="list-style-type: none"> <li>○ Always keep in mind that the Laney Tutoring Center in A 105 is available to all students for free. Do not hesitate to reach out to them when you are working on these assignments.</li> </ul> </li> <li>• <b>Discussions (25 pts each):</b> There are five discussion boards. Here you will reply to the question posed on the Discussion Board. Discussion Board postings are designed to prompt you to reflect on that week's lessons. A rubric will be used to grade discussion board posts. Please see info about netiquette below.</li> <li>• <b>Labs and Lab Reports (50 pts each):</b> The goal of the lab exercises is for you to demonstrate understanding and application of your reading and/or research.</li> <li>• <b>Final Project (200 pts):</b> The final project is a letter to future students about the work you did throughout the semester, and your advice on what future students should/shouldn't do to be successful in this course.</li> </ul>
Grading	<p>Grading standards and practices:</p> <p>Breakdown of points per assignment.</p> <p>Policies regarding proctoring, late work, tools students can use on assignments, etc.</p>
Course Calendar	<p>List of assessments and course topics with due dates.</p>
Important College Dates	<ul style="list-style-type: none"> <li>• Include the last day for a student initiated withdraw with a W (Census). See the Faculty Center in Campus Solutions for this date for your course.</li> <li>• Include withdrawal policy:</li> </ul> <p>Example</p> <p>Students bear the responsibility of notifying the office of admissions and records when they discontinue studies (withdraw) in the course or at the college. Failure to file an official withdrawal form may result in a failing grade.</p>

Academic dishonesty policy	<p>Statement on Academic Honesty and Consequences - <a href="#">AP5500</a></p> <p><u>Example</u> Any unauthorized assistance on any assignment, including weekly assessments and the final, is considered cheating. Unauthorized assistance includes, but is not limited to, working with other students on these individual assignments, searching for answers on the internet, or using live (or nearly live) assistance through any "tutoring"-type websites.</p> <p>Consequences for Cheating or Other Academic Misconduct: Disciplinary action in the form of progressive sanctions may be taken in cases of violation of the Student Code of Conduct. Such violations include cheating, plagiarism, forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college. For a list of possible educational sanctions and the Student Code of Conduct violation process, please see:</p> <p>Netiquette Statement</p> <p><u>Example</u> All of those affiliated with the Peralta Community Colleges are expected to practice patience and respect for one another, refrain from jumping to conclusions or judgments, avoid labels, and allow for others to speak in a safe learning environment—both in-person and online (on Canvas).</p> <ul style="list-style-type: none"> <li>• When communicating verbally or in writing, think about what you have to say and the potential impact despite your best intentions.</li> <li>• Show respect for the viewpoints of others who may disagree or see things differently than you.</li> <li>• Strive to find a balance between speaking, listening, and reflecting.</li> <li>• Consider all the communication that you produce as a reflection of the way you would like to and/or expect to be perceived.</li> </ul> <p>Comments that cause harm, stress, or embarrassment, and work that offends and infringes on the safe space that this educational class should be, will not be tolerated</p>
Syllabus Changes Notice	<p>Statement indicating that information included in the syllabus may be subject to change.</p> <p><u>Example</u> This syllabus is intended to contain complete and accurate information however, at times adjustments to the syllabus may be needed. Students will be notified of any changes.</p>
Student Accessibility Services	<p>Student Accessibility Services (SAS) is the campus office responsible for providing academic accommodations for students with disabilities. See the SAS Office to discuss accommodation services that you may need to succeed in this class.</p> <p><a href="https://laney.edu/Student_Accessibility_Services/">https://laney.edu/Student_Accessibility_Services/</a></p>

Wellness and Mental Health	<p>Laney College offers wellness and mental health services to all enrolled students. If you would like to participate in support groups or receive one on one mental health counseling, please visit the following link to:</p> <p><a href="https://laney.edu/student-support-services">https://laney.edu/student-support-services</a></p> <p><a href="https://laney.edu/health_center">https://laney.edu/health_center</a></p>
Equity Statement	<p>Laney College does not discriminate on the basis of age, race religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition and immigration status.</p>
Laney Eagles Nest	<p>The Laney College Eagles Nest fosters a culture of holistic well-being by helping to reduce life barriers, such as food, housing, and economic injustice, that may jeopardize students' academic and personal success. If you are facing issues meeting your basic needs drop by the Nest on the third floor of the Student Union.</p> <p><a href="https://laney.edu/eaglesnest/">https://laney.edu/eaglesnest/</a></p>
Laney Tutoring	<p>Laney College offers a variety of tutoring services across disciplines. Tutoring locations can be found on campus and in online environments. The tutoring services hub space is A-105 next to the Welcome Center.</p> <p><a href="https://laney.edu/tutoring/">https://laney.edu/tutoring/</a></p>
SOAR Team	<p>If you have any questions about Laney, contact the SOAR Team. They can direct you to the right place to meet your needs. SOAR is located in Student Center 300 or call (510) 986-6929.</p> <p><a href="https://laney.edu/soar/">https://laney.edu/soar/</a></p>
PERALTA SAFTEY APP	<p>The app features emergency contacts, crisis alerts, location services features, in-app tip reporting, and much more.</p> <p><a href="#">Download here</a></p>