Course Syllabus Checklist

Please use this checklist to verify your syllabus meets MCCCD Administrative Regulation 3.6, Distribution of Course Syllabus. Additional best practice/optional syllabus practices are also included for your reference.

Required - Course Information:	Included?
College name, Campus or Site	☐
Title, prefix, course number and section number(s)	☐
Academic term and year, e.g., Fall 2020	☐
Course format, e.g. Online, Hybrid, Face-to-Face (Course format options - https://www.phoenixcollege.edu/learning-options/class-format-options)	☐

Best Practice - COVID-19 - Statement:	
PC is committed to providing the best student experience possible while keeping the health and safety of our college community our highest priority. In response to COVID-19, there is a possibility that the structure of this class could change to entirely online delivery in order to ensure health guidelines.	☐

Required - Instructor Information:	Included?
Instructor's name and contact information for student support	☐

Best Practice - Instructor Information:	Included?
Instructor's office location and hours (where can students find you and when?)	☐
Communication policy (what is your turnaround time for messages and grading?)	☐

Required - Course Details:	
Course description and/or overview (Search Course - https://curriculum.maricopa.edu/)	☐
Course objectives (competencies) (Search Course - https://curriculum.maricopa.edu/)	☐

Best Practice - Course Details:	Included?
Course content (how will students learn the material and meet the competencies through the course content including activities, assignments, assessments, readings, etc.?)	☐

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Required - Grading Standards and Practices:	Included?

Grading standards and practices (how will grades be assigned? points? percent?) ☐

For example: Your final grade will be based on the percentage of points you earn as follows: 90% - 100% A | 80% - 89%   B | 70% - 79%   C | 60% - 69%   D | 0% - 59%   F

Best Practice - Grading Standards and Practices:	Included?

Assignment grading details (how does individual coursework relate to the course grade?) ☐

Late Work (explain if and how late work will be handled) ☐

Assignment submission and format (how should assignments be submitted in both process and format and what types of files are acceptable?) ☐

Required - Attendance Requirements:	Included?

Attendance requirements (how attendance will be assessed in the course and what may happen if students fail to attend?) Administrative Regulation 2.3.2 - See examples for Online, Live Online, & Hybrid/Virtual. ☐

Credit Hours, Instructional Contact Hours and Minimum Expectations for number of hours spent out-of-class to complete coursework (See Federal Credit Hour Definition) ☐
Provide the number of credits and the formula for seat time (direct instruction), e.g. # of credits X 50 minute periods X # of weeks = total minutes of Seat Time (direct instruction). Some courses may be assigned additional periods beyond the credit hour load. Check the CCTA site for details and write your statement accordingly.

Last Date of Attendance for Online Classes ☐
If you teach an online class (those courses with 50% or less scheduled in-class time of the presumptive contact hour requirement) please include the following statement in your syllabus regarding Last Date of Attendance reporting.

Suggested Phoenix College Statement - Faculty are required to identify the last day the student "academically attends" an online class and that date will constitute the Last Date of Attendance for purposes of the returning Title IV funds. Faculty must report a student's last date of attendance and withdraw the student within fourteen (14) days of identifying the last date of academic attendance. The following is a list of activities that constitute online class" academic attendance" for purposes of determining the Last Date of Attendance:

1. Submitting academic assignment (assignment required in the course, regardless of whether it is graded or not), paper, or project,
2. Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the course,

3. Attending an online or in-person study group (where there is assigned attendance/participation as part of the course), or
4. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Simply logging into an online class will NOT count as attendance.

Best Practice - Attendance Requirements:	Included?
Course withdrawal (how can students withdraw from the course and under what conditions would you withdraw them according to MCCCD Administrative Regulation 2.3.6 and Appendix S-7?)	☐

Suggested Phoenix College Statement - There are two kinds of withdrawal, student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in **my.maricopa.edu > Student Center > My Class Schedule > Course Prefix/Number) > Calendar** button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college calendar.

Students seeking to withdraw from this course should first meet with a Financial Aid advisor in the Hannelly Center to discuss the impact on current and future financial aid awards. Students who do not complete 67% of their attempted courses, or fall below a 2.0 cgpa, may be ineligible for future financial aid. Additionally, students who choose to withdraw from this course may have to return financial aid funds to the college. Please, meet with a Financial Aid advisor and provide documentation of your meeting before requesting to be withdrawn.

As per MCCCD regulations (2.3.2) *"Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn."* See the attendance policy for details.

Additionally, students may be dropped from a course for non-payment of fees. If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the Department Chair and is not guaranteed.

Required - Textbooks, Materials and Technologies:	Included?
List of required and recommended texts, materials and technologies	☐

Best Practice - Textbooks, Materials and Technologies:	Included?
Information about how to access textbooks and materials (where can the items be found? how much do they cost?)	☐

Statement of purpose of course text and materials to learning ☐

Required - Additional Course Statements:	Included?

Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIs) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection. ☐

If applicable, Exam proctoring (will exams be proctored? if so how? and with what tools?) *Refer to example statement below for ProctorU Service.* ☐

If applicable, Third-Party Tools, Maricopa Learning Tool Disclaimer (LTIs, publisher resources, etc.) *Refer to example statement below for the Third-Party Tools, Maricopa Learning Tools Disclaimer and Digital Badging statement.* ☐

If applicable, Cross-listing (merging or combining sections) in Canvas *Refer to example statement below for a cross-listed section statement.* ☐

Best Practice - Terms of Agreement/Service & Accessibility of Tools:	Included?

URL links or information about the Terms of Agreement/Service and Accessibility of tools used in the course ☐

Optional Course Format Statements/COVID-19 Safety Procedures:	Included?

Visit this link, https://bit.ly/pcoptional, for optional statements that apply to online, live online, hybrid/virtual and In-Person formats. These can be copied/pasted into your syllabus as needed. Statements include: ☐

Optional "Success in Online Classes"
Optional "Attendance in 'Online' Classes"
Optional "Attendance in 'Live Online' or 'Hybrid Virtual' Classes"
Optional "In-Person Classes COVID-19 Safety Procedures"

Required - District/College Policies:	Included?

Statement of student responsibility for the information in the syllabus ☐

Use the Official Statement - Students are responsible for understanding and adhering to the material presented in this syllabus.

Statement indicating information included in the syllabus may be subject to change. ☐

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Use the Official Statement - Students will be notified by the instructor of any changes in course requirements or policies.

Statement of student responsibility for the college policies included in the college catalog and the student handbook ☐

Use the Official Statement - Students are responsible for understanding and adhering to the policies in the Student Catalog and Handbook (http://www.phoenixcollege.edu/academics/course-catalog).

Statement about Title IX ☐

Link to MCCCD Official Statement - Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

MCCCD has a Sexual Harassment and Discrimination policy and information about student protections under Title IX. If you have experienced or witnessed an act of sexual harassment, discrimination, or violence, you are encouraged to report the incident to your college's Title IX/504 Coordinator. To learn more, visit: https://district.maricopa.edu/mandatory-drs-title-ix-syllabus-statements

Information about the availability of services for students that require special accommodations ☐

Link to the Official MCCCD Statement - Classroom Accommodations for Students with Disabilities

It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law. For more information, visit: https://district.maricopa.edu/mandatory-drs-title-ix-syllabus-statements

Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Resources & Services (DRS) office, Hannelly Center (HC) Building, 602-285-7477.

Disability Resources & Services (https://www.phoenixcollege.edu/current-students/support-services/disability-service)

Best Practice - Course Policies:	Included?
Student conduct (how are students expected to behave according to MCCCD Administrative Regulation 2.5.2?)	☐

The purpose of the Student Conduct Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors. The

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College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Phoenix College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

A disruptive student is any student that interrupts the learning atmosphere. Disruptive behavior on the Phoenix College campus or in Canvas will not be tolerated and will be dealt with in accordance with college policy and administrative regulations (AR 2.5.2). Disruptive behavior includes harassment of other students or instructor and inappropriate or unsafe activities with respect to other students, instructors, equipment or supplies. Prohibited conduct also includes inappropriate usage of electronic and mobile devices.

- Students in violation of the Conduct Code may be asked to leave the classroom. If the student refuses to leave, the instructor may notify campus security.
- Students in violation of the Conduct Code may be required to meet with the appropriate Dean, before being allowed to return to the class.

Academic misconduct (how will cheating and/or plagiarism be addressed according to MCCCD Administrative Regulation 2.3.11? Is a plagiarism detection tool going to be used? If so, what is it and how does it work?)

Academic misconduct includes, but is not limited to, cheating and plagiarism. See the Phoenix College Student Handbook for additional details. It is expected that every student will produce his/her original, independent work. Any student cheating on or plagiarizing any assignment will receive an "F" on that assignment and may be reported for disciplinary action. Any assignment assigned a failing grade as a result of academic integrity violation MAY NOT be made up at any time. A second offense will result in failure of the course. All incidents may be reported to the appropriate administrator. For your protection, please avoid even the appearance of academic dishonesty. Other penalties for academic dishonesty might include:

- Lowering of assignment or course grade -- Failure or no credit for plagiarized assignment with no possibility for makeup.
- Course failure (i.e. an F in the course and written notification or an in-person meeting with the Dean of Arts and Sciences).
- Written notice to the student that she has violated the academic code.
- Additional academic assignments as determined by the instructor.
- Academic probation.
- College suspension.
- Permanent college expulsion from any MCCCD college.

Etiquette (what are the guidelines for the learning community according to MCCCD Administrative Regulation 2.5.2?)

Etiquette refers to the generally accepted rules of behavior for communicating in both the face-to-face and the online environment (known as netiquette).

- Be professional and careful with what you say or post in class. Express your thoughts clearly and concisely.
- Be careful when using sarcasm and humor. Communications, especially online, are very impersonal and others may take your words as criticism.
- Be courteous and respectful of other people. If you use abusive or offensive language, you may potentially be removed from your course according to AR 2.5.2 of the Student Handbook.
- Use common sense - is this message something that you want to be said or sent to you?

Safe Classroom Environment Statement Disagreement within the classroom does not equal disrespect, you are encouraged to have different points of view, different opinions and values, however, it is required that students monitor their language within discussions. Racist, sexist, or homophobic language will not be tolerated. Consult the student handbook for college policies regarding these types of behavior.

Instructional grievances (how should students handle issues with you according to MCCCD Administrative Regulation 2.3.5. and Appendix S-6?)

☐

Suggested Phoenix College Statement - Your instructor attempts to provide excellent instruction in a manner that is fair to all students. If, however, you feel that you have not been dealt with fairly and/or instruction has been inadequate, procedures exist for handling such complaints. The complete process and timeline is described in Administrative Regulation 2.3.5. and Appendix S-6 and is summarized below. It is your responsibility to understand and comply with established timelines.

1. Speak with your instructor first. Perhaps he/she is unaware that a problem exists. He/she may be able to resolve the problem.
2. If the problem is not or cannot be resolved, speak with the Department Chair.
3. If the problem is still not resolved, a written complaint should be sent to the Department Chair and the Dean of Arts and Sciences and a meeting with the Dean will be arranged.

Best Practice - College Services and Support Statements:	Included?

Financial Aid - Responsible Borrowing *(Please use the Official College Statement)*

☐

If you are awarded aid in the form of a student loan, PC urges wise money management in order to help you reduce future repayment amount, reduce interest that will accrue on your loans, and make funding available for your entire educational

career. Making any changes to your course enrollment may impact your ability to continue to receive aid and your ability to meet future loan repayment obligations.

Therefore, it is important that you talk to a PC Financial Aid staff member about these issues. To learn more, visit:
https://www.phoenixcollege.edu/pay-college/financial-aid.

CARE Early Alert *(Please use the Official College Statement)*

The CARE (Early Alert) program provides an opportunity to increase student success through coordination and communication among instructors, students who are having difficulty in class, and college support services. Since the CARE program provides essential notices by email, please check your email account frequently. If you receive a notice from the CARE program, please follow the instructions in the notice as quickly as possible. To learn more, visit:
https://www.phoenixcollege.edu/employees/divisions/student-affairs/care-early-alert

Student and Academic Services *(Please use the Official College Statement)*

Phoenix College wants you to be successful in meeting your educational goals. The campus provides a variety of services from reduced cost bus passes to counseling services, food assistance, tutoring and more. To learn more, visit:
https://www.phoenixcollege.edu/maximize-your-college-experience.

PC Food Pantry *(Please use the Official College Statement)*

As a Phoenix College family, we ensure students who face hunger are successful in class and life. We have several programs available to assist students with food needs including a lunch program, food pantry, and free produce days. To learn more, visit:
https://www.phoenixcollege.edu/current-students/support-services/food-pantry.

Scholarship Opportunities *(Please use the Official College Statement)*

PC students have access to hundreds of scholarships that are available to assist both academically deserving students and those who demonstrate financial need. Visit phoenixcollege.edu/scholarships to learn more.

General Education Statement *(Please use the Official College Statement)*

Phoenix College seeks to guide students in developing a range of practical knowledge, competence and skills needed for success in their personal, academic and professional lives. Specifically, PC has identified the following six general education or institutional learning outcomes for our students:

- Specialized Knowledge
- Broad and Integrative Knowledge
- Intellectual Skills
- Applied and Collaborative Learning
- Civic and Global Learning
- Personal Responsibility and Development

In this course, we will be focusing on:

ENTER GENERAL ASSESSMENT INFORMATION HERE

Learning College Statement *(Please use the Official College Statement)* ☐

The Learning College concept engages students as full partners in the learning process. Students are responsible for their learning and are guided by faculty and staff through four learning college principles of **Evaluation, Communication, Collaboration, and Responsibility**.

Course Specific Syllabus Components	Included?
Course calendar (in what sequence will the course content be taught? e.g., exam dates, due dates for major projects, other special dates/events, required readings, service-learning component, internships?)	☐
Course specific resources (what online lecture notes, study guides, sample quizzes, TA, study groups, subject tutoring, etc. are available to students?)	☐
Course feedback (how will students be able to provide feedback about their learning experience? e.g., surveys, assessments, etc.?)	☐
Subject/discipline related compliance statements (contact your department)	☐

Format Questions	Met?
Are assignments connected to learning goals and teaching methods?	☐
Is the syllabus "user friendly?" i.e. broken into clear sections and designed simply for all users (minimal colors and formatting for accessibility)?	☐
Is the language encouraging? i.e. does it build excitement for the course, does it communicate your passion for the material and concern for student learning?	☐

Examples of Course Specific Syllabus Statements

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Service-Learning Syllabus Statement

This course will include a required Service Learning project or experience and complete related assignments. Service-Learning combines meaningful service in our community with the course objectives to develop your knowledge of course concepts and help you become socially aware, civically responsible and globally engaged students.

Students are required to participate in a service-learning experience for a minimum of [INSERT NUMBER] hours or by participating in [INSERT NUMBER] Service-Learning events. This may require traveling to off-campus sites and/or hands-on work outside of regular class hours. You will be asked to reflect on your experiences and may be graded for portions of your work. Please check the Service-Learning assignment for more details.

For additional support with this project, you may reach out to servicelearning@phoenixcollege.edu.

Cross-listed Sections

I have combined multiple sections of this course on Canvas. You may interact with students from another class online. If you have questions, please contact me.

General Statement for Use of Web-Based 3rd Party Tools

In this course we will use [LIST ALL THAT APPLY] as a web-based 3rd party tool(s) to complete or participate in assignments, activities and/or access course materials. You may be required to establish a user name or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at a risk of disclosure.

Terms of Usage - [PROVIDE LINKS]
Accessibility Statements - [PROVIDE LINKS]

To use the web-based 3rd party tool(s) responsibly please observe all laws, Phoenix College, and MCCCD policies that are incorporated into the Student Handbook.

Maricopa Learning Tool Disclaimer

Maricopa's Canvas Instructure Learning Management System employs Learning Tools Interoperability ("LTI") standards to enhance the learning experience. Examples of learning applications that use LTI specifications to connect to Canvas include simple communication apps (e.g., "Chat"), learning environments for complex subjects like math or science (e.g., Pearson MyLabs), plagiarism detection apps (e.g., TurnItIn), and other integration tools that may route users to another (vendor) website. MCCCD provides links to these sites. Please be aware that when you use these links, you are leaving the Canvas environment and the protections MCCCD has built in to assure compliance with Maricopa's Data Privacy and Security Standards and other legal compliance. At present, MCCCD has been unable to verify that the vendors' software and systems conform to Maricopa standards in this or any other regard. There is, therefore, some risk that individuals electing to use the products and services made available by these LTI vendors may place any student information shared with the vendor at a risk of disclosure that would concern MCCCD.

ProctorU (modified from Lamar College)

Some of the exams in this course will be proctored, meaning you will be supervised through a webcam and screen sharing technology when you take your exam. We have adopted ProctorU to provide proctoring services for our online courses. In this course the following exams will be proctored:

Test/Exam	Availability Dates	Test Duration
Mid-Term Exam	October 11-13, 2016	90 minutes
Final Exam	December 13-15, 2016	120 minutes

Students are responsible for meeting the technical requirements to use ProctorU:

- A reliable desktop or laptop computer running Windows XP (or higher) or Mac OS X 10 (or higher) - do not take an exam on a mobile device
- A webcam with 640x480 video pixel resolution or higher
- A headset with microphone (if your webcam doesn't have a built-in one).
- Headphones or working speakers connected to the computer.
- A web browser with Adobe Flash Player 11 and Adobe Shockwave player installed.
- A reliable, high-speed Internet connection.
- The ability to allow video and screen-sharing connections

You should test your computer and webcam at: www.ProctorU.com/helpdesk

ProctorU allows test-takers to take an exam on demand or by appointment. All appointments should be made at least 72 hours in advance. To make an appointment, simply create an account at http://go.proctoru.com using the "New Users: Create an Account" link. Once logged in, click the "New Exam" tab and select the exam, date, and time they desire.

See the chart below for ProctorU pricing. Students must have a photo ID to take exams through ProctorU.

Charge the examinee

Any charges applicable to the examinee must be paid with a credit or debit card. The examinee will be required to enter payment information into a secure page connected to a third-party card processor. The page is encrypted and secure, and ProctorU does not see or store the credit card data. Examinees must re-enter payment information each time new charges are incurred.

Exam Length	Flex Scheduling	Take it Soon	Take it Now
30 minutes or less	$ 8.75	$ 13.75	$ 17.50
31 - 60 minutes	$ 15.00	$ 20.00	$ 23.75
61 – 120 minutes	$ 19.75	$ 24.75	$ 28.50
121 - 180 minutes	$ 25.00	$ 30.00	$ 33.25
181 minutes or more	$ 30.00	$ 35.00	$ 38.75

Terms of Usage - https://www.proctoru.com/students/.

Turnitin

Students must submit designated papers to Turnitin when instructed. Turnitin is an online plagiarism detection service that matches submitted papers to a database consisting of traditional publications, Internet publications, and other student papers. Information and instructions for Turnitin will be

provided. Terms of Usage - http://turnitin.com/en_us/about-us/privacy.

Digital Badging

In this course, you will have the chance to earn and share digital badges, which are digital icons that serve as web-based acknowledgements of learning achievements.   Digital badges provide learners with the opportunity to share evidence of their skills and competencies through Learning Management Systems like Canvas, as well as through LinkedIn, Facebook, Twitter, email and web-based media.

Please note that digital badges are created through a badge service (e.g., [Badgr, Credly, and BadgeSafe), and that they contain metadata, which includes personally identifiable information, such as your name, email address, and the course you are in. Keep in mind that when you use a link to go to a badge service, you are leaving the environment MCCCD has built in to assure compliance with Maricopa's Data Privacy and Security Standards. Because there is some risk to using these tools, participation in earning digital badges is an optional activity. If you choose to participate by earning and sharing badges, you are acknowledging your acceptance of this risk.

Detailed information about each badge will be listed within the assignments and activities throughout the course. Please contact your instructor for additional details.