



[INSTRUCTIONS: This Model Syllabus aims to guide faculty through the information that is required or useful to include in their syllabus. However, faculty should also consider treating the syllabus as more than just a contract between instructor and student. A well-crafted syllabus is a vital opportunity to welcome students, demystify college practices, validate student experiences, and even learn. Except where the Model Syllabus recommends that you stick with the exact language provided, feel free to rewrite the section headings and descriptions and reorganize the order and format in a way that personalizes the syllabus and provides a model of your classroom community. Moreover, faculty are encouraged to reflect on traditional assumptions about fair and effective course practices and select or create policies that will truly advance student success and equity.

This document has been formatted to be accessible to students with disabilities. If you decide to change the appearance and design, make sure that the final format remains accessible. More information on creating accessible materials can be found at [SMC's accessible technology webpage](#).

You must upload a pdf copy of each of your syllabi (one per course section) in mProfessor at the beginning of each term. In some lab classes, a copy of your syllabus must also be provided to the appropriate laboratory technician.

- All **SECTIONS WITH BLUE HEADINGS** are required unless they are marked **[OPTIONAL]**.
- Items in **black** are required, unless red text in brackets indicates that they are **[optional]** or they are in a section marked **[OPTIONAL]**.
- **[Red items in brackets]** are instructions or examples that should be deleted or replaced in the final version.

DELETE OR MODIFY THESE INSTRUCTIONS, ALL RED TEXT, AND [ALL TEXT IN BRACKETS] BEFORE SUBMITTING.]

COURSE INFORMATION

Course Title: enter course number and title as listed in the course outline of record
Section Number: #####
Units: enter units as listed in the course outline of record
Prerequisite(s) or Advisories: enter prerequisites or advisories as listed in the course outline of record
Location: building ### **[online instructors should delete this ENTIRE row]**
Day and Time: enter day and time **[online instructors should delete this ENTIRE row]**

INSTRUCTOR INFORMATION

[Feel free to make this section much more personal. Some of this information could be replaced with a brief welcome message or autobiography (perhaps even a photo of yourself!). Many instructors call office hours by a creative name such as “drop in” hours in order to encourage students to visit them. Instead of an impersonal list of methods of contact, you can present them in way that will make students feel comfortable reaching out to you in these ways. Some instructors even use this space to clarify their preferred pronouns and set expectations about respecting all forms of diversity.]

Instructor: enter name
Email Address: enter your SMC email address
Phone Number: enter your SMC voicemail **[delete this ENTIRE row if you prefer email only]**
Website: enter your website **[delete this ENTIRE row if you don't have a website]**
Office Hours: enter your office hours and location, if applicable

COURSE DESCRIPTION

[Copy and paste the catalog description from the course outline of record accessible via the [CurricUNET](#) website.]

COURSE OBJECTIVES

[Copy and paste the course objectives from the course outline of record accessible via the [CurricUNET](#) website. Alternatively, you could provide a permanent link to a webpage.]

STUDENT & INSTITUTIONAL LEARNING OUTCOMES

[Copy and paste all of the SLOs from your SLO Roster]

REQUIRED TEXTS, MATERIALS, & SUPPLIES

1. First required item
2. Second required item
3. [add required items as needed by hitting RETURN/ENTER]

[Be all-inclusive! Make no assumptions about what students “know to bring,” i.e., in addition to listing texts, workbooks, lab kits and other sources for materials such as the Library Reserve Desk or eBooks, also consider USB drive, notebook, pens, pencils, erasers, software, and scantrons.

For ECE and Health Sciences, be sure to include costs the students might incur for participation in the program including immunizations and background checks. Example: Students are required to have a Livescan completed at SMC (approximately \$35), and current TB test and proof of immunizations (fees vary).

If you are considering decreasing or eliminating textbook costs by using an OER (Open Educational Resource) for your students, please visit [SMC's OER webpage](#) for suggestions.]

RECOMMENDED RESOURCES & SKILLS [OPTIONAL]

[Delete this entire section if it does not apply to your course. Replace the following examples with your program/department-specific information as needed]

Supplementary Texts

1. First supplementary text
2. Second supplementary text
3. [add supplementary texts as needed by hitting RETURN/ENTER]

Technology Requirements

[e.g. Flash, Java, Internet Explorer, Firefox, browser or plug-in requirements, specify version number or links to website.]

Computer Skills

To succeed in this course, you should have the ability to:

- Navigate the Internet using a web browser.
- Manage files using either the Mac or Windows operating systems.
- Send and receive email messages and attachments.
- Use a word processing program like Microsoft Word or its equivalent.

- [add skills requirements as needed by pressing ENTER]

COURSE CONTENT

[List schedule here, or link to another document. This section should be consistent with the course outline of record, but instructors may elaborate on topics, assignments, etc. Some instructors prefer placing this schedule at the end of their syllabus.]

The content of this course may change depending on time constraints. The order of the topics listed may vary.

- Week(s) # paste topic from the Course Content section of the course outline of record
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- Week(s) # [add additional weeks by pressing ENTER and use the TAB key to include that week's topic]

METHODS OF PRESENTATION [OPTIONAL]

[This is a paragraph or list of items that sets the tone of what students should expect in your classroom. The items listed below are some of the **optional** methods you might include. You might instead write a paragraph narrating what students will be doing and how they will be learning in class. This is another opportunity to make your course transparent, especially to first time college students.]

- Lecture
- Class discussions
- Canvas-based PowerPoints or threaded discussions
- Individual reflective writing
- Interactive peer-to-peer activities, projects, and group work
- Lab demonstrations and videos
- The “flipped classroom”
- Anything out-of-the-ordinary that may be discipline specific: field trips, ECE observations

METHODS OF EVALUATION

[Grading policy must be consistent with the methods of evaluation listed in the course outline of record, although the actual point/percentage distribution may vary from instructor to instructor. To increase transparency, we recommend use of rubrics or other clear grading tools. In accordance with college policies, you may evaluate participation but not attendance/appearance/attitude, etc. It is recommended to set clear policies on how participation will be defined and graded. Instructors teaching online classes must define and require “substantive participation” in their online classes. Contact the Distance Ed Committee for further guidance on this matter. **Optional sample text is provided below.**]

- Lecture Exams: Lecture Exams (3 @70 pts each) are mandatory and must be taken when scheduled. Each exam will be scantron only (multiple-choice, true or false, and/or matching format). If you miss one exam, the pre-final exam can be used to provide a replacement score.
- Prefinal Exam: This is an optional cumulative scantron only exam that can potentially replace a low Lecture exam score. If you do better on the prefinal than a previous exam, the prefinal score will replace that exam. If you do worse on the prefinal than your previous exams, it does not hurt you in any way. It does give you an idea of what to expect on the final though as I make the questions to the prefinal and the final at the same time.
- All essays will be graded according to a rubric that looks for elements such as thesis, content, organization, grammar, and citations. The first two essays may be revised and resubmitted for a higher grade.

- A grade of “Incomplete” may be granted at the very end of the term if an unforeseen event or illness prevents you from completing the final coursework and at the time you have earned a “C” or better. “Incomplete” grade situations are extremely rare, and are entirely at the discretion of the instructor, within the parameters set above.

Your final grade will be calculated using the following percentages:

Percentage of Grade:	Evaluation Method:
##%	paste method from course outline
##%	paste method from course outline
##%	[add percentages and methods as needed by pressing RETURN/ENTER and using TAB]

GRADING SCALE

[Below is just an example. Some faculty choose to use a point system or slightly vary the grade lines.]

A = 90.0-100%
B = 80.0-89.9%
C = 70.0-79.9%
D = 60.0-69.9%
F = 59.9% and below

ATTENDANCE, DROPS, & WITHDRAWALS

[Please be clear about the circumstances in which you, the instructor, will drop a student, and your expectations regarding student communication in the case of missed classes. The following language is recommended for ALL syllabi, as it includes new information:]

You are responsible for maintaining your own enrollment status. You may drop the course with a withdrawal through the twelfth week in a regular semester. It is NOT possible to drop the class after the twelfth week of the semester. You should check your Corsair Connect for specific drop dates for each of your courses. General information regarding drop dates, withdrawals, refunds, and other enrollment matters may also be found at the [Admissions](#) section of the SMC website. See [Admissions Dates and Deadlines](#) for the complete semester schedule including short term courses.

[Next include information regarding your specific drop policy and expectations. According to the Faculty Handbook Guidelines, during the semester, a student may be dropped from class when, in the instructor's judgment, the number of absences has become excessive, or in the case of online classes, for lack of substantive participation. Normally this is one hour more than twice the number of hours the class is scheduled per week, unless there are extenuating circumstances and the student and the instructor come to a different agreement. That being said, instructors might want to set aside any preconceptions they might have and earnestly base their decision on what number of absences will really start to affect fairness and student success. See **optional examples** of different policies below for ideas.]

- Attendance is crucial to your success. While there is no limit on the number of absences that are allowed, students who are absent a significant amount of classes will miss out on important material and activities and will likely find it very hard to succeed in the class. If you do miss class, it is your responsibility to find out what was covered and assigned so that you can return fully prepared.
- Attendance is crucial to your success. Important things are happening in each class, so you should make every effort to be present every session. Missing 6 class sessions in the semester MAY lead you to be dropped from the course by the instructor.
- Attendance is crucial to your success. The class may cover material that is not discussed or found elsewhere, so you will miss out on an essential part of the learning process if absent. Missing 5 class sessions in a row MAY lead you to be dropped from the course by the instructor.

MISSED AND LATE WORK

[Have a clear policy on missed work with regard to any point or percent deduction or if any late work will be accepted. There should be no penalty for late work due to a religious holiday or jury duty. Students are responsible for informing the instructor of the religious holiday during the first two weeks of the academic term, or as soon as possible after a particular assignment, test, or examination date is announced by the instructor. In matters of absence due to other personal necessity such as jury duty or court appearances, accommodations shall be at the discretion of the instructor, subject to verification. See **optional examples** of different policies below for ideas.]

- Late work is accepted up until the final day of the semester. There is no penalty for late work, but receiving prompt feedback and grades is an essential part of the learning process and success in college, so you are strongly encouraged to submit all work by its deadline.
- Late work is accepted up until the final day of the semester, but there is a deduction equal to 10% of the assignment. In addition to wanting to avoid the grade penalty, you should make every effort to submit all work by its deadline so you can receive the prompt feedback and grade that are an essential part of the learning process and success in college.
- All assignments must be turned in on time in Canvas and no late work will be accepted. In order to master the material and succeed in the class, it is vital that you keep up with the class schedule and complete all work by its deadline. When absent, you are still responsible for completing and submitting all work on time; however, if you have a documented extenuating circumstance that prevents the timely submission of work, please speak to the instructor as soon as possible so as to receive an accommodation with a new reasonable deadline.
- Exams and quizzes may be made up, but you must make every effort to promptly arrange for an acceptable time to complete the missed exam or quiz.
- Exams and quizzes are mandatory and must be taken when scheduled. They cannot be made up, except under compelling circumstances with documentation.

EXTRA CREDIT [OPTIONAL]

[Extra credit is an opportunity to provide extra enrichment for your students. It can be a way of expanding students' curiosity and encouraging students to attend and write about special events happening on campus. Extra credit can also be one way to fairly address different student life circumstances. Whether you choose to include extra credit as a component of your course is completely up to you and can be included either with your method of evaluation and grading scale above or as a separate section. Extra Credit should not be a substantial part of the course grade, it should be directly related to the course content, and students should be given different options for completing it. If there will be no extra credit offered, state this explicitly. **Optional sample text is provided below.**]

- You may attend a Distinguished Scientist Lecture and write a two-page analytical reflection paper connecting what you learn at the event to your class materials for up to 10 extra credit points.
- You may participate in the Sustainable Works program for up to 10 extra credit points. For more information visit the [Sustainable Works](#) site.
- There is limited extra credit in this class, which consists of extra practice assignments that must be completed with a 90% or better grade.
- There is no extra credit available for this course. [Please state this in writing if this is your policy.]

FIELD TRIPS [OPTIONAL]

[If there is a field trip in your class, please include all relevant information about its date and cost here. Every effort should be made to schedule Class Field Trips so as to not interfere with students' other classes. Class Field trips that occur outside the regularly scheduled class time may not be mandatory. An alternate assignment should be provided for students who are unable to attend the field trip outside of regularly scheduled class time if credit would otherwise be lost. No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. When participation in a field trip is integral to completion of the course, the dates, times, locations, and costs of the trip(s) must be published in the Schedule of Classes prior to student registration and be included in the course syllabus.]

CLASSROOM POLICIES [OPTIONAL]

Classroom Conduct

[Besides setting boundaries about what behavior is considered not acceptable, this section is another key place to illustrate how you wish the class to communicate and interact as a community. The following are examples, but consider crafting language that best suits your class.]

- This classroom should be welcoming to all. I expect everyone to be respectful in how they communicate and interact with each and every person in this class. Racist, sexist, homophobic, and other forms of language that potentially marginalize or demean any student are not tolerated.
- In this class we will be sharing multiple perspectives on the course subject matter. Please remember to be respectful with one another and that it is okay to agree to disagree.
- You are expected to follow all Codes of Conduct as established by Santa Monica College. These documents can be reviewed at the [Student Judicial Affairs webpage](#). See the rules for Student Conduct (AR 4410), Code of Academic Conduct (AR 4411), Student Honor Code (AR 4412).

Electronic Devices

[Every instructor has different policies. Please be clear, and delineate consequences. The following are **optional examples**.]

- Use of electronic devices such as laptops, smartphones, and tablets is permitted in this class. However, in order to maximize participation and learning, you should limit this usage to activities supporting concurrent class topics. Students using devices for other purposes or causing distractions with them may lose the privilege of device use during class.
- You are allowed to use laptop computers and tablets to take notes and complete activities in class, but smartphones are too distracting and are not permitted. Students who use their smartphone in class may have their grade lowered X points for each instance.

Food & Drink

[Official SMC policy differs from building to building. If food and drink are permitted in your classroom, consider delineating exactly what is acceptable. The following is an **optional example**.]

Food or drink is prohibited in the classroom with the exception of water bottles, which are permitted as long as they remain closed when not in active use, and are kept away from all equipment.

Recording of Class Lectures

In accordance with Section 78907 of the California Education Code, students shall not use any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students.

ACADEMIC HONESTY [OPTIONAL]

The SMC Honor statement, signed by each student upon enrollment, reads: "In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue." Please be extremely careful that you do not engage in any behavior that could even be construed as cheating. Violations could result in failing grades, reports to the Campus Disciplinary, and subsequent academic disciplinary action. Examples of behaviors that are not permitted include but are not limited to: Copying another student's homework, inappropriate language or physicality in the classroom, and inappropriate behaviors during an exam (talking with another student, looking at or copying from another student's paper, using a disallowed electronic device or calculator, using disallowed notes, leaving the room without prior permission, removing exam materials from the classroom).

ACCOMMODATIONS FOR DISABILITIES

I encourage students requesting disability-related accommodations to contact the Center for Students with Disabilities as soon as possible. I will work with you and the Center for Students with Disabilities to provide appropriate and reasonable accommodations. An early notification of your request for test-taking and/or other accommodations is necessary to ensure that your disability-related needs are addressed appropriately; testing accommodations cannot be applied retroactively.

The Center for Students with Disabilities is located on the first floor of the Student Services Center, and the phone number is (310) 434-4265 or email at dsps@smc.edu. Additional Contact Information can be found at the [Center for Students with Disabilities](#) website.

EMERGENCY PREPAREDNESS & SAFETY [OPTIONAL]

The safety of students at SMC is a priority. In the event of an emergency, you should contact the [SMC Police Department](#) (310-434-4300).

Please note that emergency procedures are posted in this classroom and every classroom. Please take the time to familiarize yourself with these procedures today, when knowledge of what to do can be the most effective. Also, procedures for various emergencies are delineated on the [SMC Emergency Preparedness website](#).

We strongly encourage everyone to use the [LiveSafe](#) mobile app that Santa Monica College is providing to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Santa Monica College officials, enhancing your overall safety and allowing Santa Monica College to better serve you. Please use the app to anonymously report any acts of vandalism you may observe.

EMOTIONAL SUPPORT [OPTIONAL]

Over the course of the semester you may face difficult circumstances beyond your control, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down or depressed, or having difficulty concentrating. Having any of these challenges may create barriers to learning or may make it difficult for you to meet some of the course requirements. If you or someone you know is suffering these or other similarly difficult circumstances, please reach out for support. The staff and faculty of Santa Monica College want you to succeed academically and care about your wellbeing. You may contact the college's [Center for Wellness and Wellbeing](#) (LA 110, 310-4344503), which provides short-term mental health services, community referrals, and a 24/7 emotional support line 800-691-6003. Or, if the situation is an emergency, you may contact the [SMC Police Department](#) (310-434-4300 or the SMC LiveSafe app). Also, please feel you can contact me so that I can help to direct you to support services on campus that might be most beneficial to you.

EQUITABLE LEARNING ENVIRONMENT [OPTIONAL]

Santa Monica College is an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, disability, sexuality, class and religion. We are especially committed to increasing the representation of those populations that have been historically minoritized in U.S. higher education.

GENDER EXPRESSION AND IDENTITY [OPTIONAL]

I will gladly honor your request to address you by an alternate/preferred name or gender pronoun. Please advise me of this preference early in the semester or session so that I may make appropriate changes to my records. I will do my best to address and refer to all students accordingly and support classmates in doing so as well.

TITLE IX (SEX DISCRIMINATION)

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Those interested in the details should view [the Title IX Legal Manual](#).

Students who have experienced some form of sexual misconduct or discrimination are encouraged to talk to someone about their experience, so they can get the support they need. You can learn more about available support at the [Student Services Title IX webpage](#).

UNDOCUMENTED/DACA/AB540 [OPTIONAL]

Santa Monica College stands with the California Community Colleges Chancellor's Office—and hundreds of other educational and business organizations—in affirming that our undocumented students are as integral a part of our community as anyone else. Here at Santa Monica College, we remain committed to serving our undocumented students, to helping them fulfill their life's dreams and aspirations; this college will continue to be a safe environment for all students and personnel. We will work to provide the greatest support to students affected by this decision, and campus and student leaders alike have already rallied in solidarity as well as to provide resources. SMC joins the Chancellor's Office and all the other voices that will advocate determinedly in Congress for an effective solution to this issue, to end a cruel and unnecessary action that goes against the interests of local communities and our country at large.

The **Santa Monica College DREAM Program** provides support services to DREAMers (undocumented, AB540 and DACA recipients). Its purpose is to increase the personal growth, development and retention of DREAM students through academic, career, and personal counseling; assistance in applying for the California Dream Act/Financial Aid and scholarships; and providing workshops relative to DREAMers and their families. The Dream Program is located in the Student Services Center (SSC) 2nd Floor, Room 238. To make an appointment, call (310) 434-4892 or email DREAM@smc.edu.

STUDENT SUCCESS [OPTIONAL]

[Similar items of information can also be included. All of the following entries are **optional**. If you want to highlight the importance of the resource, feel free to make it a separate section. Also consider including these resources on your Canvas site.]

Academic Counseling

The [Counseling Department](#) at SMC can help you with choosing and enrolling in classes, educational and career planning, navigating Corsair Connect, understanding financial aid, referrals to campus resources, and more.

Black Collegians

[The Black Collegians Program/Umoja Community](#) at SMC is designed to assist students of African descent in transferring to four-year universities and obtaining their associate degree. They offer services to help students become academically competitive and to set personal goals.

Extended Opportunity Program & Service (EOPS)

[Extended Opportunity Program & Services \(EOPS\)](#) at Santa Monica College is a program that supports the enrollment, retention, graduation, and transfer of students who are challenged by economic and educational disadvantages. They offer service such as academic, career, personal and transfer counseling; priority registration; supplemental textbook assistance; one-on-one tutoring; and much more.

Latino Center/Adelante

[The Adelante Program](#) is a success-oriented program focusing on academic achievement, transfer, cultural awareness, and personal growth. Adelante classes emphasize verbal, written, and critical thinking skills essential to college success. Classes

accentuate the Latino experience within the context of the course subject, and most classes offer credits that are transferable to the UC and CSU systems.

Student Health Services Center

The SMC Health Services Center provides primary health care services to currently enrolled Santa Monica College students who have paid the California State mandated health fee. It focuses on health promotion, illness prevention, referrals, health and nutrition education. The staff consists of two registered nurses, a registered dietitian, two health assistants, and a nurse practitioner. The Center is located on the northeast corner of the Cayton Center Complex.

Tutoring

Free tutoring centers are available across the campus. There are dedicated centers for Business, CSIS, ESL, Math, Modern Languages, Science, and Writing & Humanities tutoring. For more information about their hours and locations, visit the [SMC Tutoring Services Webpage](#).

Veterans Resource Center

The [Veterans Resource Center](#) at Santa Monica College serves veterans entering college for the first time or returning to college to further their education. The office acts as a liaison with the Veterans Administration verifying enrollment for students claiming benefits under the G.I. Bill or the Veterans' Vocational Rehabilitation Program. It also can also assist the veteran with referrals to various veteran-serving programs in the West Los Angeles area. If you would like additional information, please call (310) 434-8205.

STUDENT SERVICES CENTER [OPTIONAL]

Located at the North end of campus on the corner of Pico and 20th street. Now (almost) all of the student services **under one roof!** The SMC experience is now better and more convenient for our students!

- [Admissions & Records](#)
- [Black Collegians](#)
- [CalWORKs](#)
- [Care & Prevention Team](#)
- [Career Services Center](#)
- [Cashier's Office](#)
- [Center for Students with Disabilities](#)
- [Counseling](#)
- [Distance Education](#)
- [DREAM Program](#)
- [EOPS/CARE](#)
- [Financial Aid & Scholarships](#)
- [Guardian Scholars](#)
- [High Tech Center](#)
- [Institutional Research](#)
- [International Education Center](#)
- [Latino Center](#)
- [Pico Partnership](#)
- [Scholars Program](#)
- [Student Judicial Affairs](#)
- [Success & Engagement Center](#)
- [Transfer Counseling Center](#)
- [Welcome Center](#)

DISCLAIMER

Some elements of the syllabus may be changed at the instructor's discretion. Students will be given at least 48 hours notice of changes whenever possible. If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let the instructor know within the first week of class. Your continued attendance in this course constitutes an acknowledgement and acceptance of the requirements delineated in this syllabus.