Syllabus Checklist

Please ensure your syllabi have all of the required components listed below.

1.) Basic Information:
   _____ Santa Ana College, Humanities & Social Sciences Division, semester/year

2.) Course Information:
   _____ Course name and section number
   _____ Meeting days and times
   _____ Building and room number
   _____ Course description (from college catalog)

3.) Instructor Information:
   _____ Instructor name
   _____ Contact e-mail (You are required to use your SAC e-mail. No personal e-mails or e-mails from other schools.)
   _____ Office phone number (FT faculty)
   _____ Office location and office hour(s) (FT faculty)

4.) SLOs/Mission Statements
   _____ Santa Ana College mission statement:
   Santa Ana College inspires, transforms, and empowers a diverse community of learners.

   _____ English Department mission statement:
   The Santa Ana College English Department provides numerous opportunities for students to develop and improve the reading, critical thinking, and writing skills required to succeed at their chosen careers, to meet the rigors of the writing demands at four-year transfer institutions, and to foster lifelong learning and an appreciation of literature.

   _____ Course SLOs

5.) Course Requirements/Policies
   _____ Required textbooks and materials
   _____ Behavior policy/rules of conduct
   _____ Academic honesty policy (optional wording below, adapted from the college catalog)

   Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one’s research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Assignments that demonstrate academic dishonesty may receive an F grade, and the student may be referred to the dean of the division for further disciplinary action.
____ Late work policy

____ Attendance policy (including absence/drop policies). Here is Santa Ana College’s official policy, which should be included:

*It is the student's responsibility to withdraw officially from a course.*

*Stop attending does not constitute a withdrawal.* However, because of enrollment demands a student may be dropped by the instructor when not appearing at the first class meeting. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total scheduled hours of the class.

*Under extenuating circumstances, a student may be reinstated by the instructor.*

____ Grading scale, categories, and policies.

*Attendance cannot be graded directly; however, you can grade participation.*

If participation counts toward the course grade, you need a clear definition of participation in your syllabus.

____ Schedule of topics, readings, and assignments

____ The following statement about recording devices in the classroom

*The use of any recording device during class without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities who present official documentation from the DSP&S office to the instructor prior to recording. This is to protect privacy and to create a safe classroom environment where all participants can discuss potentially controversial or sensitive subjects freely. If you want to take a photograph or make an audio or video recording, you must get prior permission from the instructor. Even if a student gets permission to record, the recordings are only for personal use and may not be distributed, posted, published, or shared in any manner.*

6.) College Policies

____ Disabilities statement (Please use this exact wording in your syllabus)

*Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in VL-203, and their phone number is 714-564-6295. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation, they will work with you to acquire it. I look forward to supporting you to meet your learning goals.*

____ (optional) Learning Center

*If you require Learning Center sessions as part of the course grade, you should have a Learning Center statement in your syllabus that includes location, contact information, and hours of operation.*

____ Title IX/mandatory reporting statement.

*Title IX is a federal civil rights law that prohibits sex discrimination in education. This includes sexual harassment, sexual assault, and rape. Violations of Title IX, as well as violence or threats of violence on campus or online, are taken very seriously so that victims are provided with proper
support and violators are properly disciplined. As a faculty member, I am required by law to report all such violations. If you have been a victim of sexual misconduct and would prefer to talk to someone confidentially, I encourage you to take advantage of the psychological services offered at SAC's Health and Wellness Center. You can contact the Center at (714) 564-6216 or visit them in person in VL-211.