*DELETE THIS PAGE 1 OF INSTRUCTION AFTER COMPLETING YOUR SYLLABUS  
Last Updated: January 2023*

**How to Use This Template to Update Your Previous Syllabus**

**Read Me First**

This template has been created to assist you in your efforts to make your syllabus accessible. All examples are optional and offered simply as models.

For questions or concerns, please contact the CTX office or Monique Valencia at [mvalencia@cerritos.edu](mailto:mvalencia@cerritos.edu).

**How to Create Your New Accessible Syllabus with This Template**

Method A

* Save this template on your desktop.
* Highlight the text that you want to change and type directly over it. Text in the template will be replaced.

Method B

* Open both your previous syllabus and this template in Word.
* In your previous syllabus, copy the text that you want to transfer. The information will be saved on your Clipboard.
* In this template, highlight the corresponding text/location for your copied information and paste over the text/location with “Keep Text Only” (Clipboard with the letter A). The new Styles of text will conform to the Styles prescribed in the template.

# Course Title

Semester and Year

## Course Details

Course Name and Number:

Section Number:

Course Modality:

Course Prerequisites (if any):

Start and End Time:

Location:

Beginning and Ending Dates:

Number of Units:

## Instructor Information

Name:

Office Location:

Office Hours:

Phone:

Email:

Website:

## Course Description

(Include catalog and extended description, pre- and co-requisites, if relevant, minimum grades needed for this course to count towards major or minor requirements)

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:

* (List Student Learning Outcome 1)
* (List Student Learning Outcome 2)
* (List Student Learning Outcome 3)
* (List Student Learning Outcome 4)
* (List Student Learning Outcome 5)

## Required Textbook/Materials

Textbook:

Other Materials:

Textbooks and other materials may be purchased at the [Cerritos College Bookstore](https://www.bkstr.com/cerritosstore/home).

## Important Dates

Drop Date (without losing registration fee):

Withdrawal Date:

## Communication Plan

(Insert guidance on best ways to get questions answered and the faculty's expected response time of emailed questions)

Example: Please reach out with any questions and to let me (your professor) know what challenges you are confronting. Although my goal is to reply as soon as possible, emailed questions will receive a response in 24 hours M-F. If an emailed question is sent after work hours, you can expect a response by end of the day of the following work day.

## Attendance Policy

(Insert Attendance Policy. For reference, the Cerritos College Attendance Policy is available in the [General Catalog](https://www.cerritos.edu/admissions-and-records/_includes/docs/2022/2022-23-Cerritos-College-Course-Catalog_ua.pdf))

**Example for In-Person classes:** Please keep an open line of communication with me, your professor, letting me know when you are not able to attend class and making a plan with me to address missing information. Missing more than 10% of our class meetings could result in being dropped from the course.

**Example for Online classes:** This course is ***asynchronous***, meaning that we will not have “live” class meetings. Instead, you will be interacting with your classmates and with me several times each week on Canvas, though we will all be online at different times of the day (or night!). This will let us learn from one another and support one another as we work towards achieving our learning goals while respecting our individual schedules. Attendance will be recorded by your participating in weekly activities.

**Examples for Remote Classes:** While some courses require the entire class to meet in-person, this course will meet remotely using the (TechConnect) Zoom link I will provide you on Canvas. We will be meeting on \_\_\_\_ and \_\_\_\_ from \_\_\_\_ to \_\_\_\_. Just like courses that meet physically on campus, attendance will be recorded. (**Optional language:** Since we are meeting together remotely, I am requesting that you keep your camera on for most of our class so that we can benefit from learning from one another in a full way. If you need to turn your camera off occasionally, that will be fine. If you need accommodation, please contact me.)

**Example for Hybrid Classes:** We will meet in-person (and/or remotely) and online each week. We will meet in person (or remotely with a link I provide on Canvas) on \_\_\_\_\_ from \_\_\_\_ to \_\_\_\_\_ in room \_\_\_\_. We will also benefit from ***asynchronous*** learning, meaning that you will be interacting with your classmates and with me each week on Canvas, though we will all be online at different times of the day (or night!). This will let us learn from one another and support one another as we work towards achieving our learning goals while respecting our individual schedules. Attendance will be taken in class as well as will be recorded for the asynchronous online hours by your participating in weekly activities.

**Example for Online Courses with Required Activities:** While some courses require the entire class to meet each week "live" at a certain day and time (**synchronous**), **most of this course is asynchronous**, meaning that you will be interacting with your classmates and with me several times each week on Canvas, though we will all be online at different times of the day (or night!). Attendance will be recorded by your participating in weekly activities. We will have some **required live meetings** so that we can \_\_\_\_\_ which will be: (day) and (time) and (place). You should ensure you are available to attend these required meetings.

**Example for HyFlex Classes:** You will have the flexibility to participate in-person in room \_\_\_, remotely on Zoom with a link I provide on Canvas, and/or online asynchronously during any given session. Our course is scheduled to meet on \_\_\_\_\_ from \_\_\_\_ to \_\_\_\_ in room \_\_\_\_. (**Optional language**: If you attend a session remotely, I am requesting that you keep your camera on for most of our class so that we can benefit from learning from one another in a full way. If you need to turn your camera off occasionally, that will be fine. If you need accommodation, please contact me.) If you choose to attend online asynchronously during one of the sessions, the assignments from that session will be due by 11:59 on the same day which will count as your attendance for that day.

## Grading and Assignment Policy

(Insert grading policy)

Example: Because understanding your grade throughout the semester is an important part of managing this class, if you have any questions about your grade, contact me, your instructor. Please be assured your concerns and questions will be treated with utmost respect. Your final grade for this course will be determined by the following:

### Grading Scale:

Your final Grade is based on the following grading scale:

| **Letter Grade** | **Percent %** | **Points** |
| --- | --- | --- |
| A | 80 - 100 | 4 |
| B | 60 - 79 | 3 |
| C | 40 – 59 | 2 |
| D | 20 - 39 | 1 |
| F | 0 - 19 | 0 |

### Grading of Assignments

The grade for this course will be determined according to the following formula:

| **Course Assignments/Activities** | **% of Final Grade** |
| --- | --- |
| Example: Research Project | 20% |
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## Student Conduct Policy

(Insert Student Conduct Policy. Example: Students are responsible for upholding the [Standards of Student Conduct (BP 5500)](https://www.cerritos.edu/board/_includes/docs/BP/BP_5500.pdf), including academic honesty and behavior expectations.)

Example: The Office of Student Conduct & Grievances (OSCG) promotes a safe and inclusive environment by administering transparent and fair student conduct and grievance processes that uphold community standards.  As a Cerritos College student, you are expected to adhere to the [Standards of Student Conduct](https://www.cerritos.edu/board/_includes/docs/BP/BP_5500.pdf) and the [Academic Honesty/Dishonesty](https://www.cerritos.edu/academic-affairs/academic-honesty.htm) college policy. Students alleged to have violated policy are subject to [Student Discipline Procedures](https://www.cerritos.edu/uploads/Board/BoardPolicies/Chapter5/AP_5520.pdf), which encourage student participation in the process. Additionally, [General and Grade Grievance](https://www.cerritos.edu/board/_includes/docs/AP/AP_5530.pdf) procedures exist to address student concerns surrounding their [rights and responsibilities](https://www.cerritos.edu/oscg/student-rights-responsibility.htm). If you have any further questions, please review information available on the OSCG website, email OSCG@cerritos.edu, and/or visit us on campus in the Student Activities Office (located in the Auto Partners Building).

## Academic Accommodations

### Student Accessibility Services (SAS)

If you are already registered with Student Accessibility Services (SAS) please request your Letter of Accommodation in the Student Portal. If you are seeking registration, please [apply online with SAS](https://www.cerritos.edu/sas/how-to-apply.htm). For more information, please visit [SAS](https://www.cerritos.edu/sas/default.htm), or visit us in LA/SAS Building, or contact us by phone at (at (562) 806-2451 ext. 2335.

## Title IX and Mandatory Reporting Notice

(Insert Title IX and Mandatory Reporting Notice)

Example: As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member under Title IX, local law, and school policy. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding information about a crime that may have occurred on Cerritos College’s campus. I’m also required to report sexual misconduct, regardless of where it occurred. You can report sexual misconduct by contacting Campus Police, using this form or contacting the Title IX Coordinator in person at the Human Resource Office (MPB Room 100), via email at [TitleIXCoordinator@cerritos.edu](mailto:TitleIXCoordinator@cerritos.edu), or via phone at 562-860-2451 ext. 3968. For students who are not ready to make a report, but do want confidential resources or support, they may speak to someone confidentially in the Student Health Center or to the Campus Confidential Advocate, Angel Gray at [agray@cerritos.edu](mailto:agray@cerritos.edu). Additional information about on and off campus resources can be found in our [Project Safe brochure](https://www.cerritos.edu/title-ix/_includes/docs/ProjectSafe-Brochure.2021-03_ua.pdf).

## Technology Support for Students

Students can receive technical assistance for the following services:

Canvas Support – [tnstudenthelp@cerritos.edu](mailto:tnstudenthelp@cerritos.edu)

Technical Support – [studentcomputerhelp@cerritos.edu](mailto:studentcomputerhelp@cerritos.edu)

## Guidelines for Supportive and Respectful Interactions

(Insert guidelines here. Please keep in mind, high expectations can be communicated using a supportive tone and language.)

## Netiquette (Optional)

Example: Peer-to-peer interaction, online or in person, allow students to receive suggestions and questions that can lead to improvements. Employing proper “netiquette” (or “net etiquette”) in your online communications means treating your classmates, their ideas and their work with the utmost respect – even if you disagree with the point they have made or you recognize an error. Tone can be a challenge to manage online, so please be especially careful to communicate respect and support for everyone in our class.

**Important:** Please do not record or share content from this class without permission.

## Diversity and Inclusion

### Cerritos College D.E.I.A. Statement

(Insert statement here.)

Example: Everyone has the right to feel comfortable and safe in all of your classes.  If you feel like your performance in the class is being impacted by your experiences inside or outside of class, please don't hesitate to come and talk with me. I want to be a resource for you and help by being a bridge to the many resources available to you on campus.

I (like many people) am continuously in the process of learning about diverse perspectives and identities. If something is said in class (by anyone including me) that makes you feel uncomfortable, please talk to me about it. You and I can discuss the best options for moving forward, and be assured, your concerns will be met with the utmost respect.

If you have a name and/or set of pronouns that differ from those that appear in your official records, please let me know. If, as a reflection of your gender identity, you prefer a name different from your legal name, a very simple “[Preferred Name Change Process](https://www.cerritos.edu/title-ix/GenderIdentity_PreferredNameChangeProcess.htm)” is available at Cerritos College.

### Land Acknowledgement

Cerritos College acknowledges the Tongva people as the traditional stewards of this land.  As a public institution, we pay our respect to their ancestors, the people, and their future generations, for the ability to use this land to study and work.

## Student Support and Campus Resources

### Basic Needs Support

Any student who is experiencing academic barriers due to basic needs (housing, food, or hygiene insecurities or due to an unexpected event or financial emergency) are encouraged to contact the [Falcon’s Nest](https://www.cerritos.edu/falcons-nest/default.htm) to discuss potential resources available on campus and in the community. Please feel free to email us at [falconsnest@cerritos.edu](mailto:falconsnest@cerritos.edu).

### Maternity

If you are pregnant or become pregnant while enrolled in this class, please let me know, so I can help connect you to resources that will support you while you are a Cerritos College student. You may wish to visit [Cerritos College Pregnant SEAS](https://www.cerritos.edu/title-ix/PregnantSEAS.htm) which has information on the Cerritos College PregnantSEAS program that can provide accommodations (academic and other) as well as lactation space.

### Cerritos College Library

The [Cerritos College Library](https://libraryguides.cerritos.edu/libraryservices) provides print and electronic resources, computers, and a quiet place to study.  Librarians are available for research assistance both in person and via chat/Zoom during these hours:

* Monday - Thursday:  8:30am-8:00pm
* Friday: 8:30am-3:00pm
* Saturday: 10:00am-3:00pm

### Adult Education Department (AED)

All students have access to no-fee support courses for math, English, writing, Canvas support, work skills, ESL, and many others. Please get in touch with [gacontreras@cerritos.edu](mailto:gacontreras@cerritos.edu) for more information.

### Learning a Career Pathways (LCP)

Finding your Path: Choosing a major can be hard. Find the right program to meet your academic and career goals through our Learning and Career Pathways (LCPs)! Whether you're planning to transfer, earn an associate degree, or develop new skills for the workforce, Cerritos College has a pathway to help you cross the finish line. The programs at Cerritos College are organized into 8 LCPs, based on broad areas of interest. Each LCP has its own Success Team made up of individuals to help you on your journey at Cerritos. Explore our [Learning and Career Pathways](https://www.cerritos.edu/learningcareerpathways/default.htm) to find your path!

### Get Involved in Falcon Life!

All students are encouraged to get involved on campus, it is a great way to make friends, expand leadership skills, and build your resume. There are many opportunities available to students this semester:

* [Join Student Government](https://www.cerritos.edu/activities/student-government/default.htm) and take an active leadership role on campus. Most student government roles include compensation through a student representation stipend!
* Serve on a Campus Shared Governance or Hiring Committee, both provide stipends for service! For more information, please email [ascc@cerritos.edu](mailto:ascc@cerritos.edu).
* Join a [Club or Organization](https://www.cerritos.edu/activities/clubsandorganizations.htm) and get connected with other students.
* Join the [Student Programming Board](https://www.cerritos.edu/activities/StudentProgrammingBoard.htm) and plan intentional events for the students.
* Follow us on Instagram @FalconStudentLife and @CerritosStudentGov to learn about leadership opportunities and fun events and activities.
* View a [full list of involvement opportunities](https://www.cerritos.edu/activities/ASCC.htm), you can also submit an [ASCC Interest Form](https://www.cerritos.edu/activities/interest-form.htm) to learn more, or email [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu)!

### CAIR

The [Crisis Assessment, Intervention, and Response (CAIR) Team](https://www.cerritos.edu/cair/) is a centralized group that facilitates case management for students experiencing crisis, distress, or other challenges related to their personal, physical, psychological, or emotional wellness.  The CAIR Team ensures coordinated services and referrals for students and an individualized approach.  Students may also submit a [CAIR referral](https://cm.maxient.com/reportingform.php?CerritosCollege&layout_id=1) if they are concerned about another student, whether it is about their wellness, or for concerning, unusual, or threatening behavior. In the event of an emergency, including immediate threat of harm to self or others, please call 911, or the Campus Police at 562-924-3618.

## Course Schedule/Assignments

| **Week** | **Dates** | **Topics, Readings, Assignments, Deadlines** |
| --- | --- | --- |
| 1 | Jan. 13 - 17 | In-Class: Read Chapter 1  Homework: Complete Questions 1-5 on page 28 |
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