

SYLLABUS CHECKLIST

A syllabus should include the following items. Items marked with * must be taken directly from the Course Outline of Record.

Italicized items are recommended as minimal standards of good practice:

- ☐ *Course Title **
- ☐ *Course Number **
- ☐ *Instructor Name*
- ☐ *Office Hours (if applicable)*
- ☐ *Office Location (if applicable)*
- ☐ *Campus email (gwc.cccd.edu)*
- ☐ *Phone Information (if applicable)*
- ☐ *Attendance policy*
- ☐ *Student Learning Outcomes **

- ☐ **Semester and Year**
- ☐ **Prerequisites ***
- ☐ **Catalog Description ***
- ☐ **Course Objectives ***
- ☐ **Textbooks**
- ☐ **Supplies or other required materials**
- ☐ **Technology Requirements**
- ☐ **Resources**
- ☐ **Topics**
- ☐ **Assignments & Due Dates**
- ☐ **Testing Dates**
- ☐ **Grading Policy**
- ☐ **Cell Phone Policy**

- ☐ **Additional departmental policies/practices/procedures**

- ☐ **Academic Accommodations: Disabled Students Programs and Services (DSPS)**
<http://www.goldenwestcollege.edu/dsps/>

- ☐ **Academic Freedom and Responsibility**
As trusted educational professionals and experts in our fields, faculty have the privilege of enjoying Academic Freedom. It means that we can teach our topics as we believe is the best and most effective way to instruct our students on our topics. This privilege also means that we are expected to uphold professional standards and maintain ourselves, our curriculum, and our classes to the expected professional standards.

- ☐ **Academic Honesty Policy and Student Code of Conduct Policy**
<http://www.goldenwestcollege.edu/senate/facultyresources/>

- ☐ **Academic Integrity**
Academic Integrity is an important part of maintaining a healthy and equitable learning environment. Golden West College has the responsibility of ensuring that grades are truly indicative of the student's learned knowledge as exhibited in the classroom and through their coursework. Acts of academic dishonesty

make it impossible to fulfill this responsibility and weakens the quality of education on our campus, the fair assignment of grades, and our college's reputation. Faculty, students, administrators, and classified staff share responsibility for ensuring academic integrity in our college community and will make a concerted effort to fulfill the following responsibilities.

Golden West College faculty and students share responsibility for ensuring that academic integrity in our classes. Coast Community College District students are to refrain from engaging in academic dishonesty. The Coast Community College District's Student Code of Conduct Administrative Procedures ([AP 5500](#)) apply to all students whose conduct violates academic integrity.

Faculty have the obligation to educate their students on what constitutes academic dishonesty and design their courses in a way that actively discourages violations and makes doing so difficult.

Students have the responsibility to ensure that all the work they do is their own and complies with the expectations of the course. Examples of academic dishonesty are listed below.

When a student violates academic integrity policies, the student will be given, at a minimum, an oral or written reprimand. Depending on the nature of the violation, a student may be given a reduced score or an "F" on the assignment and face further punishment by the school. Specifically, the following actions will be taken when a student is caught violating academic integrity policies:

1. The student will be spoken to first to explain and assess the nature of the violation.
2. An oral or written reprimand alone may be issued, for example, in such cases where there is reasonable doubt that the student knew they had violated academic integrity standards and that the violation itself is deemed to be minor.
3. If the faculty determines that the violation is sufficiently egregious (such as cheating on a test, plagiarizing part of or an entire assignment, having another student complete an assignment, etc.), the instructor may deduct points from the assignment, including assigning an "F" on it. Your instructor may provide examples and information on what constitutes an egregious violation in their classroom on their syllabus.
4. Any actions that result in a penalty on an assignment that impacts the student's grade in the course will be reported using Golden West College's "Incident Reporting Form". This report will be processed by the College Disciplinary Officer or their designee.
5. Once a report is filed, all procedures as outlined in [AP 5500](#) will be followed. Students will be contacted and informed of any further disciplinary actions that may be taken as well as the processes for appealing the academic integrity violation and its punishment.

In addition to the list of common violations of integrity listed below, the Golden West College library has a resource to help students ensure they maintain proper academic integrity: [Understanding Academic Dishonesty](#).

Students are encouraged to ask their instructors for clarification if they are concerned they might violate academic integrity policies. In general, if a student is doing their own work, properly citing the sources they use, and not helping or receiving help from others on assignments (unless specifically permitted to), then they are unlikely to violate any policies. Below is a list of common violations. This list does not cover everything that constitutes academic misconduct but just contains the most common violations. All of these should be assumed to be egregious violations which can result in a reduction of points/lowering of a grade on the relevant assignment(s):

(Be sure the list includes the common ways students might violate policies, especially the inadvertent ones, in your specific class.)

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own, such as by copying or having someone else do the assignment.

- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized material during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.
- Using a speech, essay, discussion board posting, course assignment, report, project or paper done for one class in another class unless specifically authorized by the instructors.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books, or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).

☐ **Artificial Intelligence**

Suggested syllabus language: [SyllabusStatements-SafetyAI.docx](#)

☐ **Food and Beverage**

GWC classroom practice: water is permitted, but not food or other drinks. Keep our classrooms clean!

☐ **Course Conduct**

In order to promote a positive and inclusive learning environment, students are expected to use appropriate language and etiquette at all times. All private and public interactions with everyone in this class should be polite and professional. Inappropriate behaviors or communications may result in a grade reduction, being removed from that class interaction, being removed from the course, and/or a report filed with the College Disciplinary Officer, which may result in additional sanctions/penalties from the college. Please be sure to review the Coast District Student Code of Conduct: <https://www.goldenwestcollege.edu/gwcfao/conduct/>

☐ **Disabled Students Programs and Services (DSPS) – Suggestion for Syllabi Statement:**

“Disabled Students Programs and Services (DSPS) coordinates all academic accommodations for students with documented disabilities at Golden West College. If you have, or think you might have, a disability that impacts your educational experience in this class, please contact DSPS to determine your eligibility for accommodations. DSPS is located in the Student Services Center, Building 96. Their phone number is (714) 895-8721. If you are already registered with DSPS, please submit your accommodation requests as soon as possible to allow adequate time to provide accommodation.” - Updated July 2018

☐ **Proctoring**

Major exams in this class will be taken with the Respondus Monitor proctoring system. Students must download the free GWC Respondus Lockdown Browser, using the link provided. We will practice using Respondus Monitor before the first proctored exam, so that everyone can be confident in how to use this system and how to follow the proctoring procedures correctly. Students are expected to follow all of the detailed proctoring instructions in Canvas, and failure to do so may result in a penalty on the exam, up to a zero on that exam. Severe infractions may result in an academic dishonesty report being filed with the college. All proctored exams will require a stable internet connection, webcam, with the video on during the exam and an environment check, audio, and a computer such as a laptop, desktop, Chromebook or iPad. A smart phone will not work with Respondus. Any student who lacks these technology requirements must contact the instructor a minimum of one week before an exam begins, so that alternative proctoring arrangements can be arranged.

☐ **Student Wellbeing**

GWC is committed to supporting the physical and mental health and wellbeing of all of our students. If you or another student you know needs support, please do not hesitate to use the following resources:

- **Physical and Mental Health Services:** Current GWC students may receive free or very low-cost physical and mental health care at the Student Health Center, which is located in the Nursing and Health Services building. Please check the Student Health Center website, <http://www.goldenwestcollege.edu/student-health-center>, or call for an appointment or more information: 714-895-8379.
- **Food Security:** GWC also makes an effort to provide food, toiletries, and other necessities for currently enrolled GWC students who are in need. The Stand, GWC's on-campus food pantry, is located in Forum 2, Rooms 103/104. The Rack, GWC's on-campus clothing resource, is located in the same space. Check the GWC Student Equity website, www.goldenwestcollege.edu/student-equity/, for hours of operation. For additional information, please contact the GWC Student Equity Office at 714-892-7711 ext. 55306.
- **Housing Security:** If you are housing insecure, please contact GWC's Homeless Liaison, Andrea Garcia, at agarcia@gwc.cccd.edu or 714-892-7711 ext. 55107. Andrea will meet with you in a safe and confidential environment and recommend beneficial programs, services, and resources.

☐ **Intoxication**

Student success is our top priority. It is unacceptable to be intoxicated or under the influence during class, and it certainly will not contribute to your academic success. Since it is illegal, by California state law and District policy to have alcohol, marijuana, or other drugs on campus and it is prohibited to drive while under the influence, there is no acceptable excuse for on-campus intoxication. ** In order to maintain a classroom climate that fosters student success, anyone suspected of being under the influence of drugs or alcohol will be asked to leave class immediately. Signs may include slurred speech, sleeping in class, odor of alcohol or marijuana, red or glassy eyes, stumbling.

** Additional for labs: The safety of everyone is crucial, and anyone who is intoxicated or under the influence puts us all at risk.

☐ **Responsible Employee Syllabus Language**

Because your health and safety are paramount to every member of the Golden West College family, the College has a policy that all Responsible Employees – your professors included – are *required* to file a formal report if we hear of any occurrences of gender-based (or sex-based) discrimination and harassment, including sexual harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking. If you disclose information relating to any of the aforementioned occurrences to me, or to any other employee on this campus (with the exception of licensed therapists in the GWC Student Health Center), we are obligated to report your name, the name of the alleged perpetrator/s, and any other relevant information you provide.

The College absolutely encourages you to make a formal report to the Title IX coordinator, but we also respect survivors' and victims' rights to choose how to report their experiences. Knowing that I am required to report the incident, you may feel more comfortable contacting one of the licensed therapists in the GWC Student Health Center. They are trained to help survivors and victims of assault and are not required to report the incident to authorities.

You will find many links to sexual assault hotlines, resources, and awareness organizations in our class Canvas shell. You can find additional information regarding confidential and non-confidential reporting options and on- and off-campus resources in the Crisis Resources Live Binder. To make a non-confidential report, you may also contact the College's Title IX Coordinator/Dean of Students, Carla Martinez, at cmartinez@gwc.cccd.edu or (714) 895-8781.

☐ **Safety**

Safety is vital the well-being of our campus community and maintaining a safe and secure learning environment is imperative to achieve our educational goals. In general, you should follow the guidance of an

authority figure (such as a faculty member or other college/district employee) during an emergency, as they have received relevant training on what to do in the various situations that may arise.

You should also be familiar with the campus emergency and safety information, which can be found at the [Office of Campus Safety](#) and the [Emergency Procedures](#), and contain detailed information on what to do during events like earthquakes, fires, active shooters, and other emergencies.

For on-campus emergencies, call 714-895-8999 (x58999 from a campus phone) or dial 911. All campus phones have been programmed with a single button to call Campus Safety. You may also use one of the blue emergency poles on campus.

Should conflict occur on-campus, it is helpful to practice de-escalation techniques. These include active listening, being empathetic and non-judgmental, respecting personal space, keeping a neutral tone, and awareness of body language.

- ❑ **Student Support Services:** <https://www.goldenwestcollege.edu/asc/index.html>
 - Academic Success Center
 - Tutorial and Learning Center
 - Student Computer Center
 - Writing and Reading Center
 - Embedded Tutoring Program
 - Job Opportunities
 - Computer Usage
- ❑ **College Catalog:** <http://www.goldenwestcollege.edu/catalog/>
- ❑ **Emergency Procedures**
- ❑ **Campus Emergency Information:** 714/895-8999
- ❑ **Title IX Information and Website:** <http://www.goldenwestcollege.edu/senate/facultyresources/>
 - Important Links > Key Responsible Employee Terms and Duties under Title IX
 - Important Links > GWC Title IX Website
- ❑ **Disclaimer:** “This syllabus is subject to change at any time.”