The Syllabus

A short guide to writing your Hartnell syllabus.

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What must I include?

- ** Course Information
  http://www.curricunet.com/hartnell/search/course/
  - Course Designator, # and Title
    - e.g. PSY14, Child Psychology
  - Semester Offered
  - # of Units, Course Meeting Days, Time, Place or TBA (if hours are by arrangement)
  - Course catalog description
  - Course Objectives and SLOs

What must I include?

- **Instructor Information**
  - **Your name and preferences (gender pronouns and/or nicknames, as you see fit)**
  - **Your contact information and available hours**
- **Required Course Materials**
  - **Textbook**
  - **Learning Software**
  - **Materials, etc.**
  - **Links to online components (Canvas course shell, homework systems, etc.)**

What must I include?

- **Important Dates**
  - **Drop/Add**
  - **Deadlines for Assessments**
  - **Holidays**
- **Schedule**
  - **Meeting times**
  - **Start and end dates, more details if possible**
- **DSPS statement**
- **Emergency Statement**

What else *should* I include?

These are not mandatory, but highly recommended!

- **Inclusivity/diversity statement**
- **Grading information / scale**
- **Course expectations**
- **Class Norms**
  - **This is also a great first day activity - have students create their own class norms.**

Links to syllabus guides and statements from the Hartnell website.

1. ** <u>**A Guide to Creating a Course Syllabus**</u>
2. <u>**Syllabus DSPS Statement**</u>
3. <u>**Syllabus Emergency Statement**</u>
4. **Syllabus Example (go to link from <u>Faculty Resources</u> webpage)**
5. <u>**Syllabus Evaluation Rubric**</u>

Student Support Resources.
(Optional, but highly recommended)

- [**Student Services and Support Programs,**](#)
- [**Schedule a Counseling Appointment**](#)
- [**Panther Learning Lab** appointments](#)
- [**Scholarship** applications](#)
- [**Basic Needs** support](#)

Student Support Resources.
(Optional, but highly recommended)

- **Panther Learning Lab**
  - a visit from a tutor or "field trip" to the PLL is also a great activity for the first week
  - Building B, second floor
- **Online Resources for Students**
- **Emotional support**

Extras to make it engaging

- **The Liquid Syllabus format - Example**
  - [https://sites.google.com/d/1OvN8mgl qQpoIvca7-BrngYD6oDU3fNVN/p/1cjDKUDpY-ld9IWgQF8gnv8kdHMSfa0yp/edit](https://sites.google.com/d/1OvN8mglqQpoIvca7-BrngYD6oDU3fNVN/p/1cjDKUDpY-ld9IWgQF8gnv8kdHMSfa0yp/edit)
  - **Save a copy on your Google drive, exit out of the original and return to your google drive to find the copy**

Extras to make it engaging

- Include a video welcome message
  - Record on your phone or webcam
  - Host on Youtube or Canvas studio
    - Use the Canvas accessibility checker
    - Add captioning for your video using Youtube studio

Extras to make it engaging.

- Engaging / uplifting messaging / Videos on Mindset, Grit, etc.
  - https://www.youcubed.org/
  - https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve
  - https://trainugly.com/v-essays/
- Stories from past students

Extras to make it engaging.

- Flipgrid Introductions
  - https://info.flipgrid.com/
- Bitmojis
  - Create your own avatar at https://www.bitmoji.com/

Faculty Support

Further Online Training
> **Best teaching practices**
> **Online course design**
> **Center for Learning and Innovation**
> > **Re-opening March**
> **FT faculty receive Flex Credit**

STEM One-stop Shared Drive
> **Sharing teaching/learning resources/tips from the STEM area meetings (contact *jmoorhouse@hartnell.edu* for access)**