



Suggestions for the *Course Policies Syllabus Section*

MCC/CD Requirements

- Attendance requirements
- Information about the availability of services for students that require special accommodations.
- MCC Early Alert Program (EARS)

Suggested Language

- If you have or think you have a disability, including a learning disability, please make an appointment with an advisor at disability resources as soon as possible. They can assist you with appropriate accommodations for you in your classes.
- Mesa Community College is committed to the success of all our students. Numerous campus support services are available throughout your academic journey to assist you in achieving your educational goals. MCC has adopted an Early Alert Referral System (EARS) as part of a student success initiative to aid students in their educational pursuits. Faculty and Staff participate by alerting and referring students to campus services for added support. Students may receive a follow up call from various campus services as a result of being referred to EARS. Students are encouraged to participate, but these services are optional. Early Alert Web Page with Campus Resource Information can be located at: <http://www.mesacc.edu/students/ears> or at the "Early Alert" selection at the mymcc link from MCC's home page.

Suggested Categories

- Statement of Accommodation
- Attendance
- Participation
- Withdrawal
- Late
- Make-Up
- Academic Integrity/Plagiarism
- Learning Environment
- College/Campus Safety
- Cloud Computing (Out of District Web-Based Technologies)

Other Resources to Consider

- [MCC Student Handbook](#) 2.3.2 "Attendance"
- [MCC Student Handbook](#) 2.3.6 "Withdrawal"
- [MCC Student Handbook](#) 2.3.11 "Academic Misconduct"
- [MCC College Catalog](#) "Attendance"
- [MCC College Catalog](#) "Important Deadlines for Students"-A chart labeling the different types of withdrawal deadlines.
- [MCC College Catalog](#) "Copyright Act Compliance," "Copyright Regulation," and "What Students Should Know about Copyright"
- [MCC College Catalog](#) "Academic Misconduct"
- [MCC Faculty Handbook](#) "College Safety"
- [MCC Faculty Handbook](#) "Academic Integrity and Plagiarism Policy"



Examples

Statement of Accommodation (example developed by Shelley Rodrigo)

The bolded material below is what was sent out from MCC's disability resources office.

I would like everyone to know that I am willing to make any reasonable accommodation for limitations due to any disability, including learning disabilities. **If you have or think you have a disability, including a learning disability, please make an appointment with an advisor at disability resources as soon as possible. They can assist you with appropriate accommodations for you in your classes.** Please see MCC's Disability Resources & Services center (<http://www.mc.maricopa.edu/students/disability/>), and then me, to discuss any special needs you might have.

Attendance, Participation, and Withdrawal Policies (example developed by Shelley Rodrigo)

Notice in this example I'm having to define "attendance" for an online course. This is not necessarily MCC/CD policy; be sure to talk with both your Department/Division chairperson and Dean.

Because so much of our learning will take place in class, you must participate in class on a regular basis to receive credit for this course. **Since we never meet, your attendance is based on submitting work.** With the exception of the first week, if you do not submit any work for over a two deadline period (generally two weeks), I reserve the right to withdraw you from the course. In regards to the first week, if you do not submit work by Thursday, midnight, during the first week of classes, I will withdraw you from the course. Please take attendance and participation seriously; since this class is a community of thinkers who will discuss and collaborate on ideas, your absence or lack of preparation hurts others as well as yourself. So please participate in class on time and have your homework completed.

Completion Policies (example developed by Shelley Rodrigo)

In this section I've had to address technology glitches and how they impact deadlines. This is not necessarily MCC/CD policy; be sure to talk with both your Department/Division chairperson and Dean.

Due dates and times for assignments are listed in the course schedule. Because you will be responding to other students' work in this class, your timely completion of assignments affects others in the course. Although it is possible that the technology can fail, it is ultimately your responsibility to submit the work, in the method requested, by the due date. **(If there is an institutional, server side, technology error, I will learn about it. If no one is able to submit there work, a new deadline will be assigned. However, if only a few people were unable to submit the work, it is not an error on the instructor's, institution's, or district's side.)** If you are having difficulty submitting an assignment, it is your responsibility to contact the instructor before the assignment is due. Otherwise, you risk receiving no credit for the assignment.

Disposition of Papers (example developed by Shelley Rodrigo)

This basically makes the student responsible for providing their graded work as evidence in any future actions.

Students should keep their own papers and other graded assignments for at least one semester. Among other things, any student who appeals a course grade will need to submit copies of all graded course papers with the appeal.



The Public Nature of Writing and Issues of Confidentiality (example developed by Susan Miller-Cochran and Shelley Rodrigo)

If you talk or write about potentially volatile issues in your class, consider having some type of statement about being polite, open-minded, etc. Also notice I have a statement about not confessing to criminal activity. Part of becoming a good writer is learning to appreciate the ideas and criticisms of others, and in this course our purpose is to come together as a community of writers. Remember that you will often be expected to share your writing with others. Avoid writing about things that you may not be prepared to subject to public scrutiny or that you feel so strongly about that you are unwilling

to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion but that you adopt positions responsibly, contemplating the possible effects on others. **In particular, please do not write about any criminal activity you may have knowledge of—as a witness, as a victim, or as a perpetrator. This may seem like an odd thing to caution you about, but if you were to write about such activity, I may be legally required to report it to the authorities.**

Safe Classroom Environment Statement (example developed by Nancy Hellner and revised by Shelley Rodrigo)

This classroom will be a safe learning environment for everyone individual insofar as I am able to ensure that outcome. This means I will treat all students with the respect they deserve, and in turn, I expect respect to be given to the instructor and to every individual in class. **Disagreement does not constitute disrespect.** We all have different points of view, different personal values, different life experiences, and different personal preferences that we bring with us to the classroom. I call these differences diversity, and diversity is welcome in the academic area. This is the stuff of which great discussions are made, and potentially, this diversity adds interesting dimensions to our interpersonal relationships. Consequently, I expect all students to respect the rights and needs of their classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes, and beliefs will be treated with respect.

Therefore, I ask that all student monitor their language and ways of talking about people, views, issues, and situations. For example, sexist, racist, or homophobic language will not be tolerated. Students may encounter ideas of which they have never hear or of which they disapprove or feel uncomfortable. I do not hope to change people's ideas, but I do hope to introduce students to ideas that will require them to think critically. If you feel you or others are not being treated respectfully, please see me immediately. Consult the Student Handbook for college policies regarding sexual harassment and other abusive behaviors.



Learning Centered Environment Statement (example developed by Shelley Rodrigo)

This example is more appropriate for face-to-face instruction. You would want to discuss different actions for online learning environments.

Everyone does not learn in the same manner; therefore, it is important that we construct an environment that facilitates learning for the greatest number of individuals. In other words, try not to engage in behaviors that disturb the learning environment. Disturbing behaviors include (but are not limited to):

- acting disrespectfully to classmates or the teacher,
- talking out of turn (without raising a hand to be acknowledged),
- blurting out irrelevant comments,
- making comments that are off-topic and demonstrate you are not paying attention,
- criticizing, laughing at, or putting down other students,
- making comments or acting in way that promotes ignorance or stupidity rather than intelligence and competence,
- poking, prodding, or otherwise disturbing another student,
- sleeping or otherwise indicating disengagement from classroom activities,
- walking around the room unnecessarily,
- leaving classroom without permission from the teacher,
- behaving in an unsafe manner in the classroom,
- failing to pay attention and follow directions,
- letting various electronics ring or make other distracting noises, and
- eating and/or drinking during class time.

Cloud Computing (developed by Shelley Rodrigo, based on language from XXXXX, and discussed with District Legal.) This language gets at issues of FERPA as well as students rights to their own work (copyright). You can easily adapt for other technologies (like blogs, etc.).

We will be using a wiki application (Wetpaint) for academic use in ENG101, First Year Composition, section #####, Fall 2009. By default, the wiki is open to the public for the purpose of sharing your work with the larger Internet community; specifically, using the wiki application will: provide an opportunity to present information in a variety of modalities,

- allow students to present information in a variety of organizational structures,
- provide an opportunity to collaborate on large scale projects, and
- engage a larger audience who may provide feedback on the project.

To use the wiki application responsibly please observe all laws, MCC, and MCCCDC policy that are incorporated into the Codes of Conduct and Academic Integrity. Some specific aspects of law and policy that might be well to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. Some resources to remind yourself about MCC and MCCCDC policies as well as laws about copyright and fairuse:

- [MCC College Catalog and Student Handbook](#)
- [MCCCDC Copyright Guidelines](#)

As a student using the wiki application certain rights accrue to you. Any original work that you make tangible belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records as a matter of federal law. Your contributions to this wiki constitute an educational record. By contributing to this wiki, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the Internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.



Academic Integrity/A Note on Plagiarism (example developed by the MCCC English Instructional Council)

Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. --Council of Writing Program Administrators Plagiarism is stealing; it is presenting work as your own that is not exclusively your own. Plagiarism can include turning in part or all of someone else's writing as your own or using information from another source without giving credit. The consequences of plagiarism are severe, including failure of the assignment, probable failure for the course, disciplinary referral to the Dean, and possible expulsion from the institution. Whenever you borrow a phrase, sentence, paragraph—or even an idea stated in your own words—from any outside source without giving credit, you have plagiarized.

Some common examples of plagiarism in academic assignments are:

- the use of paraphrase or quotes from another writer without documentation,
- copying all or parts of another writer's paper,
- having another writer do the paper, and
- purchasing another writer's paper.

In cases where the instructor has carefully considered the evidence and concluded that a student has deliberately plagiarized, the instructor may use any, and all, of the district wide sanctions provided in the student handbook:

- A written warning to the student that s/he has violated the academic code;
- Lowering the assignment or course grade;
- Giving discretionary, additional assignments; and
- Course failure.

Additionally, the instructor may recommend to the department chair and dean any of the following:

- Academic probation;
- Suspension from the college; and
- Expulsion from the college.

If you have any questions about how to acknowledge someone else's words or ideas, or you have a question about whether a source needs to be acknowledged, come talk to me. Please also remember that any writing that you turn in for credit in this course must be written for this course.