



Suggestions for the *Handbook/Syllabus Contract Form Syllabus Section*

MCCCD Requirements

- The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add).
- A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.
- Statement indicating that information included in the syllabus may be subject to change.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook

Online/Hybrid Learning Suggestions

- Access to the course (or select course materials) prior to the course starting
- Guidelines for Online Etiquette

Other Resources to Consider

- [MCC Student Handbook](#) section 2.5.2, Article III C “Conduct – Rules and Regulations”

Suggested Language

- Students will be notified by the instructor (in class, by email, in the announcement board, etc.) of any changes in course requirements or policies.

Examples

Handbook/Syllabus Contract Form (example developed by Shelley Rodrigo)

Student Responsibilities

You are expected to contribute positively to the learning environment of the classroom by:

- taking responsibility for your own success in class;
- reading, reviewing, and referring to the course handbook/syllabus for all pertinent information;
- reading, reviewing, and referring to the college catalog and student handbook for college policies;
- actively asking questions and seeking out help from the instructor;
- participating regularly in this course in the various virtual environments;
- keeping a copy of all assignments until the end of the semester; and
- immediately reporting all e-mail/computer problems to the professor and it is your responsibility to complete the course assignment and activities even in the face of computer failure.

Instructor Responsibilities:

- The instructor reserves the right to require proctoring or validation of students' academic work at the instructor's discretion.
- The instructor reserves the right to change or modify course policies, materials, or deadlines in response to student feedback or unforeseen circumstances. Students will be notified by the instructor of any changes in course requirements or policies.
- The instructor requests that students allow the instructor 72 hours to respond to student emails or other forms of contact.



- The instructor will attempt to be available during weekdays, however, as balance between family and work is important in everyone's lives, the instructor reserves the right to be unavailable on weekends.
- The instructor requests that students allow the instructor one week from the date of submission (original deadline, not if the assignment is turned in late), to post a grade, or provide feedback, on any homework assignments, two weeks for major writing projects. (Note: the instructor will make every effort to provide faster turn around time-however, sometimes faster turn around is not possible)
- The instructor may be "out-of-the-office" for extended periods of time, and requests that students understand that this situation may occur and allow for such inconveniences (however, the instructor will always attempt to email and/or post an announcement to the class about any such circumstances)

Student Agreement

The signature below, as well as attendance and participation in this class, signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this Handbook/syllabus and the assignments contained within it according to circumstances that may arise during the course of the class. The instructor may drop a student if the student fails to complete the work; however, it is the student's responsibility to drop the course if they do not wish to continue. If the student does not drop the course by the appropriate date the student will receive an F.