The Syllabus

A short guide to writing your Hartnell syllabus.

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What must I include?

  - 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

- **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.)

- **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. **A Guide to Creating a Course Syllabus**
2. Syllabus DSPS Statement
3. Syllabus Emergency Statement
4. Syllabus Example (go to link from Faculty Resources webpage)
5. Syllabus Evaluation Rubric
Student Support Resources. (Optional, but highly recommended)

1. **CARES Act emergency scholarship** (for transitioning to online classes and support during the pandemic.)
2. **Student Services and Support Programs**,  
3. **Schedule a Counseling Appointment**
4. **Panther Learning Lab**  
   i. a visit from a tutor or “field trip” to the PLL is also a great activity for the first week.
5. **Online Resources for Students**
6. **Emotional support**
7. **COVID Overview**
Extras to make it engaging.

- The Liquid Syllabus format - Example
  - [https://sites.google.com/d/1OvN8mlqQpolvca7-BrngYD6oDU3fNVN/p/1cjDKUDpY-ld91WgQF8gmv8kdHMSfa0yp/edit](https://sites.google.com/d/1OvN8mlqQpolvca7-BrngYD6oDU3fNVN/p/1cjDKUDpY-ld91WgQF8gmv8kdHMSfa0yp/edit)
  - Make a copy, exit out of the original and return to your google drive to find the copy.
- Include a video welcome message.
  - Record on your phone or webcam.
  - Host on youtube or Canvas studio (must be accessible).
- Engaging / uplifting messaging / Videos on Mindset, Grit, etc.
  - [https://www.youcubed.org/](https://www.youcubed.org/)
  - [https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve](https://www.ted.com/talks/carol_dweck_the_power_of_believing_that_you_can_improve)
  - [https://trainugly.com/v-essays/](https://trainugly.com/v-essays/)
- Flipgrid Introductions - [https://info.flipgrid.com/](https://info.flipgrid.com/)
- Bitmojis - Create your own avatar at [https://www.bitmoji.com/](https://www.bitmoji.com/)
Faculty Support

1. **Further DE Training** (includes training in online course design) options are available through PDC and you’ll receive Flex Credit.
2. **STEM One-stop Shared Drive** for sharing teaching/learning resources/tips developed and shared during the STEM area meetings.