

# 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
- **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/1OvN8mglqQpolvca7-BrngYD6oDU3fNVN/p/1cjDKUDpY-ld9lWgQF8gnv8kdHMSfa0yp/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.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/>
- Flipgrid Introductions - <https://info.flipgrid.com/>
- Bitmojis - Create your own avatar at <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.