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| **TO:** | **Full and Part Time Faculty** |
| **FROM:** | **Mitch Seal and Jeffrey Detrick** |
| **DATE:** | **January 10, 2022** |
| **SUBJECT:** | **Syllabus Information** |

Greetings All,

As you prepare your course materials for the semester, all syllabi must include, at a minimum, the following components.

* **Instructor Name and Contact Information**
* **Office Hours**: Faculty should consider how and when they will be available to students, both on-campus and online. In addition to on-campus office hours (required), you may also host online office hours in Zoom, or other software, which is highly recommended. Simply being available by email only isn’t acceptable nor sufficient.
* **Grading Criteria**: Each syllabus must include how numerical and letter grades are calculated. For numerical grades, the syllabus must detail how assignments, tests, quizzes, class activity, labs, etc. are weighted in the overall course grade. For example, an exam may be worth 20% of the numeric grade or quizzes may be worth 15%. Second, the syllabus must include how the overall numerical average is used to assign the letter grade in the class. For most, 90% or better would constitute an A, 80% - 89% a B, etc. College policy does not mandate a particular grading scheme and is left up to departments and instructors.
* **Student Learning Outcomes**: Each syllabus must contain the student learning outcomes for the course. This includes the outcomes that you are assessing. Please note that the outcomes are not a complete list of topics, rather, they contain the knowledge, skills and abilities students will attain upon successful completion of the course.
* **Required Textbooks and Resources**: The syllabus must include any required textbooks, including title, author, publisher, edition, and ISBN number. State law and College policy requires that the following statement be included (just copy and paste):

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>.   A student of this institution is not under any obligation to purchase a textbook from the college bookstore.  The same textbook is/may also be available from an independent retailer, including an online retailer.

* **Academic Honesty Policy**: Please use the following statement in your syllabus. Fill in the blank with the recommended sanctions you would impose in case of academic dishonestly, such as a zero on the test or assignment.

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in \_\_\_\_\_\_\_\_\_\_ in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

* **Title IX Statement:** Please include the following statement in your syllabus.

Brazosport College faculty and staff are committed to supporting students and upholding the College District’s non-discrimination policy. Under Title IX and Brazosport College’s policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are “Responsible Employees” and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Mareille Rolon, HR Coordinator and Title IX Coordinator

Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

* **Students with Disabilities:** Please include the following statement in your syllabus.

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

* **Course Absence Policy**: Please ensure that you are explicitly clear on your course absence policy. Students may be withdrawn by the faculty member for excessive absence, provided that this is clearly defined in the syllabus. Your syllabus should state the limit on the number of absences allowed. Please note that faculty may not withdraw students because of poor academic performance or for violations of the student code of conduct (e.g. behavioral problems, cheating, plagiarism, etc.). Any conduct violations should be reported to the Dean of Student Services.
* **Covid-19 Statement**: The statement below is intended to clarify recommended safety protocols to be followed while on campus, including but not limited to wearing masks, maintaining social distancing, etc. Also included are the specific steps students are required to follow if they test positive for Covid-19, or are exposed to an active case. It is critical that students are getting consistent, clear instructions regarding Covid, so please include the following statement in your syllabus, even if you’re not teaching a course that meets on campus.

At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

* Every day, perform a self-health check prior to coming to campus and stay home if sick.
* To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
* Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
* Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
* The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

* Stay home if you’re feeling sick and minimize your contact with others.
* Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
* After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
* If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they’ve been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

While walk-ins are available, your visit will be easier if you pre-register by creating an account at [www.mychn.org](http://www.mychn.org). In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College’s Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.