

TO: Full and Part Time Faculty
FROM: Mitch Seal and Jeffrey Detrick
DATE: August 22, 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.

Alex Crouse, Director of Student Life and Title IX Coordinator
979-230-3355; alex.crouse@brazosport.edu

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator
979-230-3303; 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:** You need not include an explicit Covid-19 statement for the fall semester. Faculty may, if they choose, include the official BC Covid statement below. Faculty are encouraged to accommodate students who are ill, and to the greatest extent possible, help them catch up when they return.

BC Covid-19 Guidance for Fall 2022: Sent Tuesday, August 16, 2022

We care about the health and safety of our students, faculty, and staff. Brazosport College continues to take certain measures to minimize the spread of COVID-19. As we plan for the start of the Fall 2022 semester, we ask that you be mindful of the following:

- Faculty, staff, and students should perform a daily health check before entering any building on the Brazosport College campus. It is vitally important that you please stay home if you are sick.
- We encourage you to be mindful of your personal interactions to protect yourself and others and help slow the spread of COVID-19.

Pursuant to the new CDC guidance issued on August 11, 2022:

- An individual who is diagnosed with COVID:
 - The individual should stay home and isolate for at least 5 days after symptom onset. If, after 5 days, the individual is fever-free for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms, isolation may end.
 - Regardless of when isolation ends, it is recommended to avoid being around people who are more likely to get very sick from COVID-19 until at least day 11, and wear a high-quality mask around others for 5 additional days after isolation.
- If an individual has close contact (within 6 feet for a cumulative total of 15 minutes) with a person who has tested positive, the individual should wear a mask around others for 10 days and test on day 5, if possible. If symptoms develop, please get tested and stay home.
- For those who are sick and suspect that they have COVID-19 but have not received their test results yet:
 - Regardless of vaccination status, the individual should isolate from others. If the test results are positive, follow the CDC's full isolation recommendations. If the results are negative, the individual can end their isolation.

We will continue to follow guidance from the CDC, state, and local health departments. We are prepared to make changes to operations if necessary, so it's vital that you check your Brazosport College email for updates.

Please continue following the CDC guidelines for preventing the COVID-19 Coronavirus, which include, but are not limited to, thorough hand washing, social distancing, and receiving COVID-19 vaccinations.

All COVID-19 questions or concerns should be directed to Marshall Campbell, Vice President, Human Resources and Chair of the Executive Council.