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Semester, Year, and Session

Course Name (e.g. Personal Health and Wellness Education)

Prefix, Course Number, and Section/s (e.g. ESW 236 ONL01)

Classroom Location, Meeting Day(s) and Time(s)

Instructor Name, Office (location and hours), and College Contact Information

# **Course Information**

## Number of Credits:

## Class Hours:

## Lab Hours:

## Course Prerequisites and Co-requisites:

# **Course Description**:

# Welcome to \_\_\_\_\_ (fill in your Course Name)! I am so pleased to be working with you this semester. (Feel free to add personalization to the Course Description, bearing in mind that it must contain the same information as the ACT 335 for the course.)

# **Student Learning Outcomes**:

(This information must be the same as the ACT 335 for the course. Feel free to do a block copy and paste of the Learning Outcomes/Activities/Evaluation Methods table from the Act 335 found on the College website. If the Act 335 on the website does not match a course that was modified, contact [tgoebel@mc3.edu](mailto:tgoebel@mc3.edu) immediately.)

# **Required Textbooks and Materials:**

(This information must be the same as the ACT 335 for the course. If the Act 335 on the website does not match a course that was modified, contact [tgoebel@mc3.edu](mailto:tgoebel@mc3.edu) immediately. The Barnes & Noble Bookstore information has been added to the Institutional Syllabus.)

# **Instructional Topics:**

(This information must come from the Sequence of Topics on the ACT 335 for the course. Your presentation of the course is not bound to this exact sequence; therefore, we have changed the name of this component.)

**Statement Regarding Updates to Syllabus:**

This syllabus is subject to change. Students will be notified of any updates via Canvas Announcements and/or your MC3 email.

## **Course Grading Policy and Procedures:**

Explanation of how the final grade is calculated for the course. Note any special treatment of grades (e.g. lowest quiz score dropped). Include assessment breakdowns, assignments, point values, and percentage of total grade (e.g. 25% Quizzes, 60% Papers, etc.). Include consequences for late or missed assignments and tests.

## **Course Attendance**

## **Guidelines for Assignment Submissions**

## **Zoom/Teams information and/or links**

(Insert any additional course policies here, i.e., attendance policy, grace period for late work, do you use group projects, Zoom or Teams for meetings, etc.)

## **Academic Integrity and Artificial Intelligence**:

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the College’s Student Code of Ethics. This includes all projects that ask you to create a product, find or solve a problem. (The students need guidance regarding how you will be handling their use of generative AI tools. The suggested clauses on the GAI Addendum will help you clarify the matter for them. Select only one of the options. You may alter the wording if you desire, but your message should be clear and instructive.)

**Course Calendar:**

Some of you have expressed an interest in consolidating your Course Schedule and your Syllabus. Students have indicated that it helps them feel more confident and prepared to succeed in their coursework. The Syllabus page in your Canvas Menu gives a list of assignments and Due Dates, so you may not find it necessary to include one in this document. However, if you would like to embed your Course Calendar, you can do a block copy or provide a link to your Canvas course Syllabus. No need to reinvent the wheel in order to make your students aware of your assignments and due dates! However, please feel free to give more detail regarding your assignments.

**Communication and Participation Requirement**

**Mandatory Participation:**

To be eligible for financial aid funds, you must begin attending all of your classes promptly, within 1-2 days of the first day of your start date. This entails more than merely showing up for the first session or clicking into the online course on Day One. If you are not attending, the College is obligated to drop you from the class. If you are enrolled in an accelerated online, asynchronous course, attendance equals engagement in course-required activities. Please send me an email if you have any questions regarding this policy. For more information, see <https://studentaid.gov/understand-aid/eligibility/requirements>

**MCCC E-mail and Course Communication:**

In addition to class time (for Face-to-Face and Hybrid) and Office Hours (for FT faculty), there may be times when you need to reach me. Best way to reach me will be (What is your method of contact preferred). I make it a habit to check my emails (list frequency of communication ex. I will be checking my emails/voicemail, etc. on Tuesdays, Fridays and Sundays).  Please be mindful of this when trying to reach me. Insert professor’s response time – Ex. You can expect a return response within 24 hours Monday through Thursday, or 2 days Friday through Sunday.  If you have not heard back from me within the time frame, please send a follow-up email. Students are responsible for all communications sent via Canvas (this is a good place let students know if they can use Canvas Inbox messenger, or are required to use your MCCC email for all email communications at the College).

**Netiquette:**

* Creating a safe and positive learning environment starts with respecting ourselves and others. To maintain open communication and collaboration, please follow these guidelines: (Faculty can customize these communication expectations.)
* Respect opinions different from your own and treat classmates with dignity.
* We will be interacting frequently in class and on discussion boards, so honesty and kindness are expected.
* When emailing me or your classmates, remember to include a subject line, use an appropriate greeting, and sign off with your name.
* Emails should be written in a respectful, professional, and courteous manner.
* Follow the same standards of behavior online as you would in person.
* Respect the privacy of others by being mindful of what you share about yourself and others.
* Be understanding of mistakes made by others and practice forgiveness.

If you have questions about these guidelines, feel free to contact me for clarification. Let’s work together to create a positive and inclusive learning environment!

**Free Resources for Physical and Mental Health and Wellbeing:**

If you are navigating challenges related to your physical or mental health or require support with basic needs, I encourage you to explore the resources available in the Institutional Syllabus linked in our Canvas course menu and this [Campus and Community Resource Guide](https://www.mc3.edu/choosing-montco/assets/health-wellness/docs/mc3-campus-and-community-resource-guide.pdf). These materials aim to connect you with helpful campus and community support and services.

If you believe that you or someone close to you is in danger of self-harm, do not hesitate to call or text the number 988 to reach the National Suicide & Crisis Lifeline. And, in all situations, if there is an imminent danger, call 911 and Campus Safety. Blue Bell Campus: 215-641-6666 or Pottstown Campus 610-718-1913.