

Cañada College
Science and Technology Division Memo
FALL 2021

FINAL GRADES DUE: TBA

COURSE REGISTRATION

All students must be registered by census to remain in class. “Late adds,” those after census, decrease enrollment (which reduces funding to categorical programs). *Be sure that all students use the add codes you give them.*

HOURLY and OVERLOAD FACULTY CONTRACTS

Hourly & overload faculty please return contracts to Krystal Martinez via Adobe Sign. Due by Friday, August 20th.

FALL 2021 FINAL EXAM SCHEDULE

By contract, “instructors must meet all assigned classes for final examinations at the appropriate hour as published in the College final examination schedule” (7.10). To help students plan appropriately, consider listing the final day and time on your syllabus.

FALL 2021 FINAL EXAM SCHEDULE: <https://canadacollege.edu/academics/finalexams.php>

IMPORTANT: Evening classes hold finals during *the last scheduled class meeting*.

COURSE CANCELLATIONS

For Fall 2021, under-enrolled classes (those *under 10*) may be removed from the schedule *eleven days prior to the start date of the course* (SMCCCD/AFT MOU, U.2.). Please check your course rosters in WebSMART and your official smccd.edu email well before the start date for your class(es) for updates and information regarding the status of your teaching assignment.

FACULTY DOOR CARDS

At the start of the semester, all instructors are responsible for posting door cards with office hours and teaching or other assignments. Visit <https://doorcard.smccd.edu/> to complete doorcards online.

- a. **Office hours, face-to-face and online:** Office hours are defined as “regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students” (7.4). If you plan to hold your office hours in an “alternate location,” please confirm with me. Per the faculty contract, **virtual office hours** are to be included on door cards: “Virtual office hours must be scheduled and noted in the faculty online syllabus and door card” (AFT Agreement, MOU.)
- b. **Paid office hours for part-time faculty:** 1 hour per week for every 3 unit course.
- c. **Online courses:** Instructors may schedule a “virtual” office hour per online course: “A ‘virtual’ office hour in this context means an hour in which the faculty member is available for synchronous conferences or message exchange with students online. Such ‘virtual’ office hours must be scheduled and noted in the faculty online syllabus and door card” (AFT Agreement MOU, 2016-2019).
- d. **Faculty Coordinators:** One unit of coordination is equivalent to 2.5 hours weekly. So, for example, a three unit coordination reassignment would be noted as 7.5 hours weekly.

COURSE SYLLABI REQUIREMENTS, GUIDELINES, AND LANGUAGE

Submit syllabi by Friday, August 20, 2021

The Science and Technology division office is required to have on file a syllabus for every course in the division. Additionally, the division office may answer student questions with a quick reference to your syllabus. To review course SLOs and other important information, visit <http://www.curricunet.com/SMCCCD/search/course/>. Search “Active” courses by “Course Number” in your discipline to review the official Course Outline of Record.

All course syllabi should clearly identify:

- Faculty name and office number
- Faculty contact information—office number and work email
- Office hours
- Course name, number, description, and classroom location
- Final examination day and time
- Student Learning Outcomes
- Required and Recommended Texts
- Course Requirements
 - Assignments
 - Detailed Grading Policy
 - Course Policies
 - Attendance Policy (**Note:** It is a violation of Title V to use "attendance" as a criterion for assignment or final grades; however, “participation” can be used as a criterion as long as it is clearly stated in the syllabus.)

IMPORTANT: COURSE SYLLABI POLICY STATEMENTS

If you do not already have policy statements regarding disability accommodations, plagiarism, and Title IX in your syllabus, please include them.

You may use the following as models:

- **Disability Accommodation Statement and a note Confidentiality:**

A disability policy statement can be written as follows:
“If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact The Disability Resource Center (DRC) for assistance. The DRC office is located in Bldg. 5, Room 303. (650) 306-3259; TDD (650) 306-3161.”

A note on confidentiality—Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students. *Taping Lecture:* Students who are unable to take or read notes have the right to tape record class lectures only for their personal study.
- **Course and College Policies on Academic Integrity (Cheating and Plagiarism):**

The academic dishonesty (cheating/plagiarism) policy statement can be written as follows:
“Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty. Cheating and Plagiarism are violations of the Academic Integrity Policy and the [Student Code of Conduct](#) and will result in appropriate disciplinary action.”

NOTE: Visit <https://canadacollege.edu/policies/academicintegrity.php> for Academic Integrity

Academic Integrity Faculty Resources:

- [Academic Integrity Policy Short Version.pdf](#)
- [Academic Integrity Syllabus Guidelines.pdf](#)
- [Academic Integrity Violation Form.pdf](#)

- **Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:**

A statement addressing sexual misconduct, harassment, and assault can be written as follows:

“We are committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College. Cañada college does not tolerate sexual harassment or sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, discrimination based on gender and hate crimes based on gender. If you have experienced or would like to report sexual harassment/misconduct, please click on the following link:

https://smccadvocate.symplicity.com/titleix_report/index.php/pid794054.”

For more information, please visit <http://smccd.edu/titleix/>.”