Remember to consider audience, purpose, and tone when writing your syllabus. Write to students in an appropriate and appealing manner while considering that other instructors, deans, or even other colleges may be reading your syllabus at some point. **SLOs must be included (course & program level).**

Please include this information in your syllabi in the order that suits you:

- course name / your name / section # / days & times / room # / Chaffey College
- your Chaffey.edu email [not your personal one] / your voice mail / other contact information
- office hours & location  
  [f-t only]
- course description  
  [from the course outline of record]
- required textbooks & materials
- attendance policy
- late paper policy
- academic dishonesty / cheating / plagiarism policy
- course learning objectives & SLOs  
  [from the course outline of record & SLO documents]
- assignments & requirements  
  [with space for students to track their points]
- points possible / percentages / grading scale
- weekly schedule for the semester  
  [indicate that it may be subject to change]
- final exam date & time
- Language Success Center deadlines  
  [or verification sheet]
- Chaffey College resources  
  [including, but not limited to]
  - Student Success Centers
  - EOPS & CARE
  - Student Health Services
  - Honors Program
  - Disability Programs & Services
  - Veterans’ Resource Center
  - Career Center
  - Transfer Center

The following are recommended but not required:

- Early Advantage Program statement  
  [if applicable]
- code of classroom conduct  
  [reference student handbook]
- disclaimer regarding course content
- disclaimer regarding use of student work for samples or examples in class
- space to write contact information for other students
- One Book, One College statement
- statement regarding Hope, Engage, Succeed campaign
- information regarding the applicability of the course [pre-requisite, degree applicable, transfer, etc.]
- any other relevant or useful campus phone numbers or websites
- space to sign & acknowledge understanding of the syllabus
• You should follow the course outline of record (COR) when planning your courses.
• You can check the department website for the CORs and sample syllabi:
  http://www.chaffey.edu/english/syllabi.html
• You can find general information and tips about teaching in Language Arts here:
  http://www.chaffey.edu/language_arts/marys_ez Tips.shtml

Statement on Plagiarism  [You must include this statement in your syllabi.]

Violations of the Student Academic Integrity Code, including plagiarism at any stage of the writing process, will not be tolerated in Chaffey College English courses. Plagiarism is defined as the misrepresentation of the published ideas or words of another as one’s own; plagiarism also includes submitting work previously submitted for another class. At the discretion of the professor, plagiarism or other violations (including the submission of non-original material) may result in zero points for the assignment. Additionally, the professor may file a Student Academic Integrity Form documenting the violation and may seek other sanctions. The complete Student Academic Integrity Code appears in the Chaffey College Student Handbook.

Attendance  [guidelines & advice, not a set department policy]

The English Department recommends that you include a fair and clearly-worded attendance policy in your syllabi. You should define what you mean by an absence and emphasize the correlation between consistent attendance and success in your course.

Do not adopt a policy that draws a direct link between attendance and the overall course grade (i.e., “Five absences will result in a one letter grade reduction”). Instead, you might wish to consider assigning a significant number of participation points to each day’s activities.

According to Title 5, you should drop students for non-attendance before the census date (for no-shows). You can issue an FW (failure to withdraw) grade at the end of the semester for students who fade away during the semester.

You should make reasonable efforts to hold a conference with students who are chronically absent or use Early Advantage instead of automatically dropping them. Please do not drop students after the census date; dropping is ultimately their responsibility. Instructor drops may lead to unforeseen consequences that are not academic (issues with VA benefits, financial aid, etc.).

No matter how you phrase your attendance policy, please be sure to enforce your policy uniformly in each class.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97 – 100%</td>
</tr>
<tr>
<td>A –</td>
<td>93 – 96.9%</td>
</tr>
<tr>
<td>B +</td>
<td>90 – 92.9%</td>
</tr>
<tr>
<td>B</td>
<td>87 – 89.9%</td>
</tr>
<tr>
<td>B –</td>
<td>83 – 86.9%</td>
</tr>
<tr>
<td>C +</td>
<td>77 – 79.9%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 76.9%</td>
</tr>
<tr>
<td>D +</td>
<td>67 – 69.9%</td>
</tr>
<tr>
<td>D</td>
<td>63 – 66.9%</td>
</tr>
<tr>
<td>D –</td>
<td>60 – 62.9%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.9%</td>
</tr>
</tbody>
</table>

• Writing assignments should comprise approximately 60-70% of the course total.

• You must include a grading scale of points & percentages. Indicate how much each assignment is worth and how many points (or percentage) are required for each letter grade. Being clear, consistent, and fair will help to reduce student complaints or grievances. For example:
  • There are no C- grades at Chaffey. Except for Eng 675, all courses have letter grades.
  • Eng 675 = Pass/No Pass (pass = C = 70%). Students need to re-assess at the end of Eng 675 before going to 575.

• Passing = C or better (70%)
Campus Resources

Student Success Centers

Chaffey College has created a network of Student Success Centers – offering free tutorials, workshops, learning groups, directed learning activities, and computer/resources access – to assist students in their academic development and success.

Chino Campus Success Center
Multidisciplinary Success Center   (CHMB-145) 909-652-8150

Fontana Campus Success Center
Multidisciplinary Success Center   (FNFC-122) 909-652-7408

Rancho Campus Success Centers
Language Success Center    (BEB-101) 909-652-6907/652-6820
Math Success Center    (Math-121) 909-652-6452
Multidisciplinary Success Center   (Library) 909-652-6932

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the centers or consult the college website at www.chaffey.edu/success/ for more information. Online appointments: https://chaffey.mywconline.com/

Bookstore/Campus Store

The non-profit Chaffey Bookstore offers students all their required materials including textbooks (new, used, rental, and digital), school supplies, study aids, and more at competitive prices. They also offer a price comparison tool on their website (books.chaffey.edu) that shows the bookstore’s price for books compared to their major competitors. Store locations on each campus offer daytime and evening hours during the week plus services on select Saturdays. Cash, credit, debit, and most types of financial aid are accepted. SNAP/EBT cards are also accepted at the Panther Express on the Rancho Campus.

Career Center

The Career Center helps Chaffey College students find meaningful careers. The program offers career counseling, career assessments, résumé assistance, interviewing skills preparation, job referrals, student employment, and career related workshops. The Career Center is located on the Rancho Cucamonga Campus in MACC-203. Please call (909) 652-6511 for more information.

Counseling Department

The Counseling Department provides career, academic, and personal counseling to assist students in successfully completing their educational goals. Services include orientation, assessment, comprehensive educational planning, graduation applications, external transcript evaluations and prerequisite verifications, educational planning workshops, college success and career exploration courses, specialized programs such as AMAN/AWOMAN, Puente, and Opening Doors to Excellence. The department is located in the lower north lobby of the Student Services Administration building. Counseling services are also provided at the Chino and Fontana campuses. (909) 652-6200

Disability Programs & Services

Chaffey College’s Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. (909) 652-6379.

EOPS and CARE

Extended Opportunity Programs and Services (EOPS) is designed to ensure student retention and success through academic support and financial assistance for eligible students. Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single heads of household parents. It provides additional support services beyond those available through EOPS. The ultimate goal is completion of a certificate program, an associate degree, and/or transfer to a four-year college. Call (909) 652-6345 for more information.
Faculty Advisors

Faculty Advisors provide the opportunity for students to obtain valuable major and career information regarding their chosen field of study. Faculty Advisors are located in various locations across Chaffey College’s campuses.

GPS Centers

The Guiding Panthers to Success centers (GPS) provide new and returning Chaffey College students with assistance in registration, unit load planning, logging in and utilization of MyChaffeyView, campus resources, as well as the development and creation of Abbreviated Education Plans (first year course recommendations). Our current Chaffey College students can also visit the GPS center to check progress on academic goals through an online tool known as “Degree Audit.” Many services are provided on a walk-in basis.

Rancho GPS: VSS-111    Chino GPS: CHMB-240    Fontana GPS: FNFC-121

Honors Program

The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of our transfer agreements with prestigious institutions like UCLA. Visit http://www.chaffey.edu/honors or SSA-122 for more information and admission requirements.

One Book, One College

The One Book, One College Committee strives to create a community of readers across the curriculum at Chaffey College and within the communities it serves. Each year, the committee selects a college book and creates a diverse series of related events. Students are encouraged to participate in these activities to enrich their educational experience at Chaffey. http://www.chaffey.edu/collegebook/index.shtml

Student Health Services

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality healthcare at a reasonable cost. All currently enrolled full and part time Chaffey College students on the Rancho Cucamonga Campus or any off campus site may utilize the services of the Student Health Office. Please have your Chaffey ID ready.

Rancho Campus    MACC-202    (909) 652-6331
Chino Campus    CHMB-105    (909) 652-8190

Transfer Center

The Transfer Center is located in SSA 120 on the Rancho Cucamonga Campus. We are open Monday and Thursday from 7:30am to 7:00pm; Tuesday and Wednesday, 7:30am-4:30pm and Friday, 7:30am-2:00pm. Transfer services are also available at Fontana on Monday afternoons from 1:30 to 4:30pm and at Chino on Tuesdays from 1:30 to 4:00pm. Call us at (909) 652-6233 or visit the website at www.chaffey.edu/transfer.

Veterans and Eligible Family Members

Chaffey College’s Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vrc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in AD-125 on Chaffey College’s Rancho Cucamonga campus.

Wignall Museum of Contemporary Art

The Wignall Museum of Contemporary Art serves as a learning lab featuring temporary exhibitions of innovative contemporary art throughout the year. Exhibitions and programming are organized with our students in mind in order to augment their academic experience by complementing the college’s curricula and broadening the understanding of contemporary art. Our exhibitions allow visitors to see and experience a variety of contemporary artistic practices that examine timely and relevant topics. http://www.chaffey.edu/wignall/exhibitions.shtml