



Course Syllabus: [Course Title], [Subject Prefix & Number], Section [#] — [Academic Term and Year]

Instructions for instructors: Replace bracketed placeholders, then delete this note before distributing. Do not rely on color alone to indicate requirements.

Course Information

Category	Details
Instructor	[Name] · Email: [netid]@southmountaincc.edu · Office: [Location] · Office hours: [Days/Times] · Phone: [###-###-####] Live Online office hours: Thursday 1-2 pm, come join me! [link text]
Course	[Title, Subject Prefix & Number, Section #] · Term: [e.g., Fall 2025] · Format: [In Person Hybrid Hybrid Virtual Online] · Delivery: [Canvas Email In person] · Credit hours: [3]
Location	[Building and Room] · Days/Times: [if applicable] · Exceptions: [additional meetings and holidays]. See MCCCD Academic Calendar .
Final Exam	Refer to the official Final Exam Schedule . Final exam date/time: [list here].
Workload Expectation	For a [#]-credit course, expect about [#] hours of instruction and [#] hours of out-of-class work weekly.

Course Description

[Insert course description. Source: [Center for Curriculum & Transfer Articulation](#)]

Course Competencies

[Insert competencies. Source: [Center for Curriculum & Transfer Articulation](#)]

Teaching Philosophy (optional)

Optional section. Remove if unused.

Instructor Communication (required)

Statement outlining expectations for the instructor's response to student-initiated communication (e.g., response time to email). [Admin Reg. 3.6](#)

Instructor Commitments (optional)

- Instruction: Weekly Announcements, Instructional Videos, Other forms of direct instruction
- Timely feedback strategy: Short assignments: within 72 hours. Longer assignments: within 7 days.
- Regular Office hours

Option 1 - Regular and Substantive Interaction (RSI) [Required for Online Courses]

Throughout this course, I will initiate substantive academic interaction with you on a **predictable and scheduled** basis. In this course, you can expect:

- **[Specific interaction] - [when/how often it occurs]**
- **[Specific interaction] - [when/how often it occurs]**
- **[Specific interaction] - [when/how often it occurs]**
- **Example 1:** Live instructor-led course review sessions every Thursday from 1:00–2:00 p.m. These sessions provide opportunities for direct instruction, review of course concepts, questions, examples, and additional academic support.
- **Example 2:** Individualized substantive feedback on assignments and discussions within five days of the due date.

I will also monitor your academic engagement and progress throughout the course by reviewing **[participation/assignments/assessments/etc.]**. When I identify that additional explanation, feedback, or academic support may be helpful, I will initiate contact with you to provide course-specific guidance and support.

Option 2 - Regular and Substantive Interaction (RSI) [Required for Online Courses]

Throughout this course, I will interact with you regularly about course content, your

work, and your progress. You can expect these interactions to occur on a predictable schedule, described below. I will also monitor your engagement and progress and will reach out when I see that additional explanation, feedback, or support may be helpful.

You can expect the following in this course:

[Type 1: direct instruction; assessment/feedback; content information; facilitated discussion]: I will [describe what you will do]. You can expect this [each week / within X days of submission / during each module / other specific schedule].

[Type 2: direct instruction; assessment/feedback; content information; facilitated discussion]: I will [describe what you will do]. You can expect this [specific schedule].

Monitoring and proactive support: I will monitor your engagement and progress throughout the course. When your participation or work suggests that additional explanation, feedback, or support may be helpful, I will reach out to you. I will also respond when you contact me with questions about course content or your work.

****Specific examples can be found at the end of this document!****

Grading Standards and Practices

Individual assignments include clear evaluation criteria.

Letter grades for graded enrollment

Letter Grade	Percent Range	Point Range
A	0–100%	50–500
B	0–89%	0–449
C	0–79%	50–399
D	0–69%	0–349
F	<59%	<299

Earn fewer than 300 points or fail to complete the course and the grade is F.

Credit/No Credit option

Mark	Percent Range	Point Range
P	70–100%	350–500
Z	0<69%	0<349

Earn fewer than 350 points or fail to complete the course and the mark is Z.

Attendance or Academic Activity

Choose the relevant policy and delete the others.

In Person

Instruction begins on day one. Attendance is expected at all class sessions. Three or more unexcused absences may lead to withdrawal or a failing grade.

Online

Instruction begins on day one. Regular academic activity is required. Students may be withdrawn after 14 days of no activity. Academic activity includes:

- Submitting assignments, exams, quizzes, or required tutorials.
- Attending assigned study groups when participation is part of the course.
- Initiating contact with the instructor about course content.

Hybrid

Instruction begins on day one. Attendance is expected for in-person sessions and completion of online activities. Three or more unexcused absences may lead to withdrawal or a failing grade.

Learning Materials

Textbooks

[List required and recommended texts or note use of OER.]

- **Required:** Title, Author, Publisher, ISBN
- **Recommended:** Title, Author, Publisher, ISBN

Bookstore information: [SMCC Campus Bookstore](#).

Materials and Technologies

- Computer with internet access and word processing software.
- [Additional required items]
- [Additional recommended items]

Course Technology Information

Third-party tools and LTIs may be used through Canvas. Review privacy and accessibility statements before use.

Turnitin

- Privacy: [turnitin.com privacy](https://turnitin.com/privacy)
- Accessibility: [turnitin.com accessibility](https://turnitin.com/accessibility)

Perusall

- LTI Certification: [IMS listing](#)
- Terms: [Terms of Service](#)
- Privacy: [Privacy Policy](#)
- Accessibility: [Accessibility Statement](#)

Additional Tool

- Terms: [link]
- Privacy: [link]
- Accessibility: [link]

Proctored / Monitored Exams

This course requires proctored/monitored exams. Include technical requirements, costs, and scheduling details here.

Student Responsibilities

- Review and follow this syllabus.
- Follow college policies in the [College Catalog](#) and [Student Rights and Responsibilities](#).
- Use official Maricopa email for college communication.
- Review the [refund policy](#) before dropping classes.
- Consult Financial Aid before schedule changes that may affect eligibility.
- Understand loan responsibilities if borrowing.

Academic Integrity

Academic misconduct includes cheating, plagiarism, and disruptive behavior. Violations may result in grade adjustments, course failure, probation, suspension, or expulsion. See college policy for definitions and procedures.

Resources

Academic Support

- [Learning Resource Center](#)
- [Writing Center](#) · Email: writingcenter@southmountaincc.edu
- [SMCC Library](#) · Research support

Disability Resources and Services (DRS)

Students with documented disabilities should request accommodations each term through DRS Connect. Contact DRS as early as possible to ensure timely support.

- Phone: 602-243-8395

- Web: [SMCC Disability Resources and Services Office](#)
- District contacts: [DRS contacts](#)

Basic Needs

[The Village @ SMCC](#) · On-campus free food resources.

Generative AI Policy – Guided Use

Choose one policy and delete the others.

No Generative AI Allowed

All submitted work must be your own. Using generative AI tools is considered academic misconduct. See [Administrative Regulation 2.3.11](#).

Some Generative AI Allowed

AI tools may be permitted in specific assignments. Follow assignment guidelines and ask questions before submitting work.

Generative AI Allowed in All Contexts

AI tools are permitted. Clearly indicate AI-generated content. No more than [XX%] of submitted work may be AI-generated. Use college resources: [What is AI](#) and [Student Guide to Generative AI](#).

Title IX

Addressing incidents of Title IX sexual harassment. MCCCCD prohibits unlawful sexual harassment in its education programs and activities, including sexual assault, dating/domestic violence, and stalking.

- Information & Coordinators: [Title IX and Preventing Sexual Harassment](#)
- Anonymous reports: [district reporting](#)
- Pregnant and parenting students: [resources](#)

Late Work and Make-Up Exams

Replace with your policy. Example:

- **Late work:** Assignments are due at the listed time and must meet all instructions. Late submissions are accepted only with prior approval.
- **Make-up exams:** Exams must be taken as scheduled. With prior approval one make-up opportunity may be offered at term end.

Syllabus Updates

The instructor may update this syllabus. Students will be notified of any changes to requirements or policies.

Course Outline

List all assignments and assessments.

Schedule overview

Assignment	Due Date	Points
Assignment #1 Reflect: Why This Course	Due 10-3-25	50 pts
Assignment #2 Are You Ready to Learn	Due 10-4-25	50 pts

For Faculty

Examples Faculty Can Adapt

Choose at least two examples that represent different federal types of substantive interaction. For each one, state both what you will do and when or how regularly students can expect it. This helps make the interaction predictable and scheduled.

Personalized feedback: I will provide individualized feedback on each major assignment within seven days of the due date. My feedback will identify strengths, clarify misunderstandings, and suggest next steps for improving your understanding or future work.

Instructional announcement: Each Monday I will post an instructional announcement that introduces or clarifies important concepts for the week and, when appropriate, addresses patterns or misconceptions I saw in the previous week's work. You may respond through the course communication channel if you have questions.

Instructor-facilitated discussion: Each week I will participate in the course discussion during the posted discussion period by responding to student contributions, clarifying concepts, and extending the conversation.

Canvas Chat with an asynchronous schedule: You may message me through Canvas Chat at any time. Each Tuesday and Thursday, I will initiate a course content check-in in the class chat to clarify concepts, address patterns I am seeing, and respond to questions. You may reply when convenient.

Whole-class feedback, written or recorded: Each Friday after reviewing the week's submitted work, I will post whole-class feedback addressing common strengths, misconceptions, and next steps based on the class's work. The feedback may be written, audio, or video.

Additional Scheduled Opportunities for Interaction

Faculty may also provide recurring scheduled opportunities for students to interact with them about course content. Students do not have to attend for the scheduled opportunity to help satisfy the regular-interaction requirement. If students participate, the resulting interaction may also be substantive.

Scheduled live content Q&A: Each Wednesday from 5:00–6:00 p.m. I will be available through WebEx Chat or videoconference for questions or discussion about the week's course content, assignments, or feedback. Attendance is optional.

Student support hours: In addition to the interactions described above, I hold scheduled student support hours when you may meet with me in person or online to discuss course content, assignments, feedback, or other questions about your learning. My current student support hours and locations are listed [here / above / in the course contact information]. (**Residential Faculty:** If you are using your required student support hours as part of your RSI plan, include them or cross-reference them in your RSI section.)