

# Sample Syllabus Statements to Support Student Success

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As you prepare for the upcoming semester, the sample statements below can encourage student behaviors associated with success and retention and help proactively address common challenges. Note that these statements are only *suggestions* and may be modified.



## Sample Statement RE: Title IX Employee Reporting Obligations

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You should know that if you reveal gender-based or sexual harassment, sexual assault, stalking or intimate partner violence to any instructor, we are required by law to report the problem to the Office of Staff and Student Diversity. However, psychologists are not required to report your incident. To speak confidentially with a psychologist, contact the Student Health Center for an appointment: 310.660.3643 or <http://www.elcamino.edu/studentservices/health>. For more information, visit <http://www.elcamino.edu/administration/hr/diversity/misconduct.asp>.

*Instructors: Visit the [Staff and Student Diversity website](#) for additional information and resources.*

## Sample Statements RE: Student Resources and Student Success Act

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**Student Resources:** Your success is the number one priority at El Camino College. College resources to help you succeed include computer labs, tutoring centers, health services, and services for designated groups, such as veterans and students with disabilities. For a comprehensive list of Academic Resources and Support Programs, visit: <https://tinyurl.com/ycag54ks>.

**Student Success Act:** State regulations may affect your eligibility for financial aid, your registration priority, and your ability to repeat classes. For more information, visit: <http://www.elcamino.edu/studentservices/fao/>. After completing 15 units or prior to the end of the third semester, all students must declare a major and complete a comprehensive educational plan. Schedule an appointment to see a counselor for an up-to-date educational plan by visiting: <https://www.elcamino.edu/studentservices/co/appointments.asp>.

## Sample Statement RE: Certificates and Degrees

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You might be closer to earning a certificate or a degree than you think. Graduates with certificates and/or degrees can experience a significant increase in their wages – visit <http://salarysurfer.cccco.edu/SalarySurfer.aspx> for more information. Make sure you receive all of the certificates and degrees you earn while you're at El Camino College. Click here to schedule a counseling appointment. <https://www.elcamino.edu/studentservices/co/appointments.asp>.

*Instructors: See [information from the Chancellor's Office](#) for an overview of compelling salary data, including user-friendly graphics.*

## Sample Statement RE: Recording in the Classroom

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The use of any recording device during class without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities who present official documentation from the Special Resource Center to the instructor prior to recording. This is to protect privacy and to create a safe classroom environment where all participants can discuss potentially controversial or sensitive subjects freely. If you want to take a photograph or make an audio or video recording, you must get the prior written permission of the instructor. The instructor also may require the verbal and/or written permission of everyone present. Even if a student gets permission to record, the recordings are only for personal use and may not be distributed, posted, published, or shared in any manner.

A student who records without instructor permission or distributes any recordings is subject to disciplinary action in accordance with El Camino College District Administrative Procedure 5500 Standards of Student Conduct.

### **Additional Information for Instructors Regarding Recording in the Classroom**

This syllabus statement may be adapted to reflect the rules in your classroom. To abide by state regulations, you can determine whether or not to allow recording; and whether and how non-disabled students must notify you and other students in the class. You must always allow students with a disability to record if they have notified you and shown you their accommodation with the SRC. It is good practice to let students know your policy in your syllabus statement. An important reason to allow recording is that it may help some students better learn your course material. Some reasons to limit recording are that it may stifle student conversation; it respects student and faculty privacy; it avoids copyright infringement; and it prevents student cheating or avoiding work.

### Ed Code Section 78907

“The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.”

Syllabus statements are provided by the El Camino College Academic Senate, in collaboration with the Certificates Task Force, Counseling, Industry and Technology, Staff and Student Diversity, and the Vice President for Academic Affairs.