

Sample Syllabus Statements to Support Student Success



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, approved by El Camino College's Academic Senate, are only *suggestions*, provided as a service to faculty, and may be modified.

Sample Statement RE: Academic Integrity

El Camino College is dedicated to providing a learning environment where you can succeed. In return, we need you to do your part in maintaining academic integrity. To uphold the academic integrity of the institution as a student, you are responsible for behaving in a manner which encourages learning and promotes honesty and to act with fairness toward others.

At El Camino College, academic integrity includes:

- Always turning in your own work written in your own voice
- Always giving credit for ideas/words/images that are not your own
- Never presenting the work of others as your own

In short, as long as you take ownership of your own original quality work, we will do everything we can to support your success. I encourage you to meet with me if you have questions about how to maintain academic integrity in my course.

For more information on ECC policies regarding Student Code of Conduct and Academic Integrity and resources for students and faculty visit the [Academic Integrity web page](#).

Updated: 12/6/2022

Sample Statements RE: Americans with Disabilities Act

If you believe you may need accommodations in this class now or at any point in the semester, please go to the Special Resource Center (SRC) or call (310) 660-3295. For more information visit the [Special Resource Center Website](#). You are also encouraged to communicate with your instructor.

Sample Statement RE: Associated Students Organization (ASO)

The Associated Students Organization (ASO) advocates on behalf of the student body and is committed to improving the quality of education and increasing student engagement on campus. They use the funds from the Student Representation Fee and the Student Activities Fee to provide funding to student enrichment programs and support initiatives in the past and present such as the Metro-U pass and Warrior Food Pantry. As the official student representatives and liaisons for the college, their academic division Senators hold office hours. They encourage all students to attend their office hours to speak about any complaints or ideas to make the campus a better place. More information can be found on the [ASO website](#).

Sample Statement RE: Certificates and Degrees

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 the certificates and degrees you earn while you're at El Camino College. Click [here](#) to schedule a counseling appointment.

Sample Statement RE: Food and Housing Resources

If you or someone you know faces challenges securing food or housing, there is help available. Currently enrolled El Camino students with an updated ECC ID can visit the Warrior Pantry in Physics 116. Visit <http://www.elcamino.edu/student/student-services/warriorpantry/> or call 310.660.3593 x3500 to confirm hours of operation. Learn more about off-campus resources by visiting <https://bit.ly/31yU3yg> or <https://www.211la.org>.

Sample Statement RE: Gender-Based or Sexual Misconduct and Child Abuse or Neglect

Sexual or Gender-Based Misconduct: Please know that if you reveal gender-based or sexual misconduct (including sexual harassment, sexual assault, stalking or intimate partner violence) that has taken place on campus or in connection with a school activity to an instructor, counselor, or librarian, we are required by law to report the problem to the Office of Title IX, Diversity & Inclusion. In addition, Registered Nurses, Nurse Practitioners, and Medical Physicians in the Student Health Center are required per California Licensing Requirements to report these types of incidents to local law enforcement.

If you want to discuss gender-based or sexual misconduct confidentially, Clinical Psychologists in the Student Health Center are not required to report such issues to the Office of Title IX, Diversity & Inclusion. Contact the Student Health Center for an appointment: 310.660.3643 or visit the [Student Health Services website](#). For more information, visit the [Sexual and Gender-based Misconduct website](#). Instructors: Visit the [Office of Title IX, Diversity, and Inclusion](#) for additional information and resources.

Child Abuse/Neglect: Any information you share about child abuse or neglect to any ECC employee, including Clinical Psychologists in the Student Health Center, is required by law to be reported to Department of Children and Family Services.

Updated: 11/15/2022

Sample Statement RE: Recording in the Classroom

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 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.”

Sample Statement RE: 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 information on academic and student support, visit:

<http://www.elcamino.edu/student/academicsupport/>.

Sample Statement RE: Undocumented Students

El Camino is committed to supporting the success of all students. Visit the following website to learn about the many resources available for our undocumented, AB540 and DACA students:

<http://www.elcamino.edu/student/studentservices/financialaid/ab540/>.

Sample Statement RE: Mask Policy

Studies demonstrate that wearing face masks, along with other non-pharmaceutical preventive interventions such as frequent hand washing and physical distancing, can slow the spread of the coronavirus (SARS-CoV-2) that causes COVID-19. With the return to face-to-face class meetings, our goal is to protect the health and safety of our entire campus community including students, employees, and campus neighbors. In an effort to minimize any potential spread of COVID-19 on campus, students, employees, and visitors of El Camino College will be required to wear a face mask while on campus. Masks should be worn in a way that they cover the wearer's nose, mouth, and chin. Students who object to wearing a face mask while in class for non-medical reasons (please provide documentation) will be asked to excuse themselves from participating in that class meeting and will be considered absent. Please remember, if students are absent for 10% of class meetings, they can be dropped from that class (see online 2020/2021 ECC College Catalog under Registration for Classes, Attendance during Semester section).

Recommended syllabus statements are provided by the
El Camino College Academic Senate as a service to faculty.