

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: AI (Artificial Intelligence) Tools— Option 1 and 2

Option #1: Encouraging General Use

I regard Generative AI tools (e.g. ChatGPT, DALL-E, etc.) as essential developing technology for doing academic work.

For this reason, I will require you to make use of them in a specific way for some assignments. I will generally encourage you to make use of them for your work in my course, and there are rules you need to follow when using these tools.

1. You must always properly cite these tools when using them and document how you made use of them to complete your work.
2. Understand that these tools do not always generate reliable information. You are responsible for ensuring that your work is correct and accurate in general and when using Generative AI.
3. You are responsible for making sure that the work you submit does not violate intellectual property law, and that it does not violate the El Camino code of student conduct or the school's core values.

If you use Generative AI tools without following these rules, I may need to approach it as an instance of academic misconduct and the relevant provisions from El Camino's Administrative Procedure 5500: Standards of Student Conduct will apply.

In addition, please remember that the rules for using Generative AI tools in your work at El Camino are set by each faculty member for their course. The permission I am providing you for using these tools in my course does not extend to other classes you take here.

Option #2: Restricting Specific Use

You are only allowed to use Generative AI tools (e.g. ChatGPT, DALL-E, etc.) in this course for specific assignments as described in the assignment directions. Apart from assignments with instructions allowing or requiring you to use Generative AI tools in specific ways, you are not allowed to use these tools on any activities. When you are required to use Generative AI tools, you will also be required to cite your use of the tool and/or submit copies of your interaction with the AI app. If there is sufficient evidence that you have used generative AI tools in this course in ways that are not described in assignment directions, I will treat it as an instance of academic misconduct and the relevant provisions from El Camino's Administrative Procedure 5500: Standards of Student Conduct will apply.

In addition, please remember that the rules for using Generative AI tools in your work at El Camino are set by each faculty member for their course. The permission I am providing you for using these tools in my course does not extend to other classes you take here.

Approved: 9/17/2024

Sample Statement RE: Basic Needs Resources

El Camino College is committed to helping all currently enrolled students meet their basic needs to support their academic success. Free food is available through the [Warrior Pantry](#). Students are also encouraged to see if they are eligible for state funded [CalFresh](#) Food Benefits. In addition, the [Basic Needs Center](#) provides transportation ([Metro U-Pass](#)), clothing ([Warrior Wardrobe](#)), housing support, referrals for physical/psychological/mental health services and more. Any currently enrolled student is welcome to visit their website to learn more or stop by the 2nd floor of the bookstore building.

Approved: 10/3/2023

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: 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: Land Acknowledgement

Our class convenes on the ancestral land of the Gabrielino-Tongva people, the traditional caretakers of Tovaangar (Los Angeles basin, So. Channel Islands). The El Camino College community benefits from the violent displacement and disenfranchisement of those who lived on this land for generations. We pay our respect to the Gabrielino-Tongva people, past and present, and their connection to this space. We are also aware of the racially discriminatory condemnation of the Gordon Manor tract, a Black residential development project proposed for this land in 1926. We acknowledge a history of involuntary sacrifice that allowed for the establishment and continued existence of El Camino College.

Sample Statement RE: Linguistic Justice

Challenging linguisticism requires acknowledging, welcoming, and celebrating diverse languages and dialects. For many, identity is strongly tied to language, which is why this classroom invites students to bring the entirety of their linguistic capital to the classroom. Linguistic justice in the classroom can look many ways. It may mean listening and reading with grace and patience, avoiding the linguistic correction of others unless provided consent, rethinking how languages are ranked, sorted and stigmatized, integrating and highlighting multilingual writing in our curriculum, creating space for multiple Englishes to be used on assignments, challenging binary language conventions, and reducing the harm caused by ableist language.

Approved: 4/23/24

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/student-services/financialaid/ab540/>.

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