

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



## Sample Statement RE: Mask Policy

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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).

## Sample Statement RE: Child Abuse, Gender-Based, or Sexual Misconduct

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You should know that if you reveal child abuse, child neglect, or gender-based or sexual misconduct (including 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/student/studentservices/health/index.aspx>. For more information, visit <http://www.elcamino.edu/about/depts/diversity/misconduct.aspx>.

*Instructors: Visit the [Office of Title IX, Diversity, and Inclusion](#) for additional information and resources.*

## Sample Statements RE: Americans with Disabilities Act

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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 <http://www.elcamino.edu/student/studentservices/src/>. You are also encouraged to communicate with your instructor.

## Sample Statements RE: Student Resources

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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: 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 the certificates and degrees you earn while you're at El Camino College. Click here to schedule a counseling appointment.

<http://www.elcamino.edu/student/studentservices/counseling/appointments.aspx>.

## Sample Statement RE: Food and Housing Resources

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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/studentservices/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: Undocumented Students

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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: Academic Honesty

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El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others.

For more information on ECC policies regarding Student Code of Conduct and Academic Honesty visit: <http://www.elcamino.edu/student/studentservices/sdo/codeofconduct.aspx>

Optional: Examples of academic dishonesty include, but are not limited to: 1) Representing the words, ideas, or work of another as one's own in any academic exercise; 2) copying from another

student or former student or allowing another student to copy from one's work; 3) allowing another individual to assume one's identity or assuming the identity of another individual; 4) unauthorized collaboration; changing answers on a previously scored test/assignment/experiment with the intent to defraud; 5) inventing data with the intent to defraud; 6) obtaining or copying exams, test questions, or other course materials; 7) giving or receiving information during an examination or test by any means; 8) using aids such as notes, calculators, or electronic devices unless authorized; 9) handing in the same paper or other assignment in more than one class; 10) purchasing papers to submit as one's own work.

## **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 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.”

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