



Compton College

Syllabus Checklist--Faculty Resource Tool

Combined Syllabus Mandatory, Mandated by Law, and Academic Senate Optional

Directions

Step 1: Please fill in page numbers in the corresponding boxes where each item below is in your syllabus.

Step 2: Email the checklist and your class syllabus to your Division Instructional Coordinator and Dean.

Page Number	<u>Academic Affairs Mandatory Syllabus Item</u>
	Heading: Compton College
	Compton College Mission Statement Compton College is an equity-driven, inclusive community resource dedicated to providing opportunities and support for historically underserved student populations, particularly students of color. We cultivate a sense of belonging to support students in achieving their academic goals. Compton College provides students with knowledge, strategies, and skills needed for workforce readiness and facilitates clear pathways for program completion and transfer to four-year institutions, all aimed at enhancing the well-being of our local community.
	Full Course Name and Number
	Course Reference Number (CRN#)
	Course Title
	Instructor's Name
	Lecture/Lab Meeting Days
	Lecture/Lab Meeting Times

	Meeting Room
	Instructor Contact Information: Phone (310) 900-1600 and Extension
	Compton College Email Address
	Office Hours
	<p>Required Text</p> <ul style="list-style-type: none"> • Title of Text • Authors Name • Edition • Optional Text Requirements • Supplemental Requirements • OER Materials/Free or Low-Cost Statement
	<p>Course Description</p> <p>Please use the course description illustrated in the Compton College Catalog and course outline record.</p>
	<p>Course Prerequisites</p> <p>Please use the course description illustrated in the Compton College Catalog and ACTIVE course outline record in CNET.</p>
	<p>Course Objectives</p> <p>Please use the course description illustrated in the Compton College Catalog and ACTIVE course outline record in CNET.</p>
	<p>Student Learning Outcomes</p> <p>Please use the course description illustrated in the ACTIVE course outline record in CNET.</p>
	<p>Assessment Activities</p> <p>Please list all the ways a student will be assessed during the course.</p>
	Evaluation Criteria
	Grading Scale
	<p>Attendance Requirements</p> <ul style="list-style-type: none"> • Tardy Policy • Absence Policy • Excused or unexcused absences <p>Please include text of our Compton College Policy</p>
	Semester Schedule of Topics and Assignments
<u>Mandated by Law</u>	

Mandatory Reporting: Child Abuse, Gender-Based, or Sexual Misconduct

Your safety is important to me. Please know that that if you disclose information, or if I or any instructor becomes aware of acts of child abuse, child neglect, discrimination, including gender-based discrimination or sexual misconduct (harassment, sexual assault, stalking or intimate partner violence as defined by Title IX) we are required by law to report the problem to the Title IX Coordinator and/or Compton College Police Department or both based upon the circumstances. However, due to their confidential status based upon federal and state laws, psychologists are not required to share information with the authorities. To speak confidentially with a psychologist, please contact St. John’s Health Center for a free appointment: (213)-226-7480. You can also visit <https://www.compton.edu/student-support/health-center/index.aspx> for scheduling information.

Americans with Disabilities Act

Option One: 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 310-900-1600, ext. 2402 for an appointment. For more information visit about the Special Resource Center and the services they provide, please visit <https://www.compton.edu/student-support/special-resource-center/index.aspx>

Option Two:

Students with a disability who may need accommodations in this class, whether now or at any point during the semester, are encouraged to contact the Special Resource Center (SRC) for support. To schedule an appointment, visit the SRC in person or call 310-900-1600, ext. 2402. For more information about the services available, please visit [Compton College Special Resource Center \(https://www.compton.edu/student-support/special-resource-center/index.aspx \)](https://www.compton.edu/student-support/special-resource-center/index.aspx)

To apply for SRC services, students may submit documentation such as, but not limited to, an Individualized Education Plan (IEP), a 504 Plan, psycho-educational reports, or a letter from a licensed physician confirming a diagnosis.

For Dual Enrollment Students: If you are a high school student taking college courses, please note that accommodations provided in high school (such as IEPs or 504 Plans) do not automatically transfer to college courses. To receive accommodations at Compton College, you must register with the SRC and provide appropriate documentation, such as an IEP, 504 Plan, psycho-educational report, or a letter from a licensed physician confirming a diagnosis.

Special Accommodations Statement

Option One: Accessibility and Accommodations

Compton College is committed to providing equitable access to education for all students. If you have a disability or medical condition and believe you may need accommodations in this class, please contact the Special Resource Center (SRC) at 310-900-1600, ext. 2402 or visit

	<p>their website at Special Resource Center for more information. We encourage students to initiate this process early to ensure timely support.</p> <p><u>Option Two:</u> Compton College is committed to ensuring equitable access to education for all students. If you have a disability or medical condition and believe you may need accommodations for this class, please contact the Special Resource Center (SRC) at 310-900-1600, ext. 2402, or visit Compton College Special Resource Center for more information. Students are encouraged to initiate this process early to ensure timely support.</p> <p>For high school students taking college courses (Dual Enrollment students): High school accommodations such as IEPs and 504 Plans do not automatically transfer to Compton College. To receive accommodations, you must register with the SRC and provide appropriate documentation.</p> <p>(or another option)</p> <p>Dual Enrollment Students: If you are a high school student taking college courses, please be aware that accommodations provided in high school (e.g., IEPs, 504 Plans) do not automatically apply to college courses. To receive accommodations at Compton College, you must register with the SRC and submit appropriate documentation, such as an IEP, 504 Plan, psycho-educational report, or a letter from a licensed physician confirming a diagnosis.</p>
	<p><u>Academic Senate Optional Statements</u></p>
	<p style="text-align: center;">Student Resources Available at Compton College</p> <p>Your success is our number one priority at Compton College. College resources to help you succeed include computer labs, tutoring centers, the library, health services, and services for designated groups, such as veterans, formerly incarcerated persons, parent-scholars, homeless persons, former foster youth, and students with disabilities. For a comprehensive list of Academic Resources and Support Programs, please visit https://www.compton.edu/student-support/index.aspx</p>
	<p style="text-align: center;">Food and Housing/Basic Needs</p> <p>Any student who faces challenges securing their food or housing and believes this may affect their performance at Compton College is urged to contact The Tartar Support Network at tartarsupportnetwork@compton.edu or (310) 900-1600 ext. 2538 help.</p>
	<p style="text-align: center;">Undocumented Students</p> <p>Compton College is committed to supporting the success of all students. If you identify as undocumented, AB540, and/or a DACA student, we have many support services and staff on hand to help. Please visit https://www.compton.edu/admissions-aid/admissions-records/ab540/index.aspx for more information.</p>
	<p>Academic Honesty</p>

Option One:

Compton College is dedicated to maintaining an optimal learning environment that thrives upon academic honesty. To uphold the academic integrity of the institution, all members of our 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 Compton College academic community to behave in a manner which encourages learning, promotes honesty, and acts with fairness toward others. For more information, please refer to your College Catalog or Compton Community College District Board Policy 5500.

[https://go.boarddocs.com/ca/compton/Board.nsf/files/DB8UGF7BFA0D/\\$file/BP_5500_StandardsOfStudentConduct_101524.pdf](https://go.boarddocs.com/ca/compton/Board.nsf/files/DB8UGF7BFA0D/$file/BP_5500_StandardsOfStudentConduct_101524.pdf)

Option Two:

Compton College places a high value on the integrity of its student scholars. Therefore, the Compton College policy on academic dishonesty will be strictly enforced. Academic dishonesty encompasses both cheating and plagiarism. Cheating includes obtaining, attempting to obtain, or assisting to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Plagiarism involves submitting the works of others as your own and includes improper source citation, no source citation, using materials prepared by another student, and using fictitious sources. The penalties for academic dishonesty range from receiving an "F" on the assignment or exam to receiving an "F" in the course and may be reported to the appropriate campus authorities.

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 Compton Community College District with AR 5520.

[https://go.boarddocs.com/ca/compton/Board.nsf/files/D5KMXN5D577D/\\$file/AR_5520_StudentDisciplineProcedures_041624.pdf](https://go.boarddocs.com/ca/compton/Board.nsf/files/D5KMXN5D577D/$file/AR_5520_StudentDisciplineProcedures_041624.pdf)

Additional Information for Instructors Regarding Recording in the Classroom (Not to include in your syllabus):

- The syllabus statement above 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

	<p>class.</p> <ul style="list-style-type: none"> • 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 with a syllabus statement. • Some reasons to allow recording is that it may help some students retain your course material easier, recorded class lectures can be provided to students that were absent, and it supports a greater variety of learning styles. • Some reasons to limit recording are that it may stifle student conversation (if the discussion topic is sensitive), it respects student and faculty privacy, and it avoids copyright infringement. • For your reference, Educational Code Section 78907 states that, “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.”
	<p style="text-align: center;">Financial Aid, Scholarships, & Pell Grants</p> <p>Struggling to pay for tuition, books, or other costs associated with going to college? If so, Compton College has financial aid, scholarships, and other financial assistance solutions to help pay the bills so you can focus on class. For more information about how to maximize your financial aid and scholarship opportunities, please make an appointment with a financial aid counselor at 310-900-1600, ext. 2935, or visit Financial Aid online https://www.compton.edu/admissions-aid/financial-aid/index.aspx</p>
	<p style="text-align: center;">EOPS/CARE/NextUP</p> <ul style="list-style-type: none"> • Extended Opportunity Programs and Services (EOPS) is a program that is designed to assist low-income and educationally disadvantaged students achieve their educational and career goals at Compton College. EOPS encourages the enrollment, retention, graduation, and transfer of students who are challenged by language, social, economic, and educational disadvantages. It provides eligible students with various services. • Cooperative Agencies Resources for Education (CARE) is a state-funded program designed to provide educational and career services and activities for the academically under-prepared students receiving cash aid assistance. • NextUP (Foster Youth Student Support Program) is a state funded program that offers eligible current and former foster youth support and services. • All three programs provide a variety of services, which include: <ul style="list-style-type: none"> Priority Registration Early Intervention Educational Supplies Transfer Support

	<p>Graduation Support Textbook Voucher Workshops Transportation Support Meal Cards Academic, Career, & Personal Counseling</p> <ul style="list-style-type: none"> Find out more and see if you qualify for these services by visiting their office in SSB 280, calling 310-900-1600 Ext. 2912 or visiting https://www.compton.edu/student-support/eops/index.aspx
	<p style="text-align: center;">Statement of Standards of Conduct</p> <p>Please include text of college policy. https://go.boarddocs.com/ca/compton/Board.nsf/files/DB8UGF7BFA0D/\$file/BP_5500_StandardsofStudentConduct_101524.pdf</p> <p>Instructor expectation of student conduct Late/Missed assignment policy</p>
	<p style="text-align: center;">Title IX Information</p> <p>Your rights are protected as a pregnant student as well as due to pregnancy-related conditions. For more information you may contact the District’s Title IX Coordinator, the Director of Diversity, Compliance and Title IX at 310.900.1600 x 2144 or by visiting: Federal Register: The Daily Journal of the United States Government—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance. Lactation rooms on campus are located on the second floor of the Student Services (SSB) and Instructional Building 2 (IB2) buildings and are clearly marked.</p>
	<p style="text-align: center;">Disclaimer Statement</p> <p>Students will be notified ahead of time when and if any changes are made to course requirements or policies.</p>
	<p style="text-align: center;">AI Statement</p> <p>Misuse of Artificial Intelligence (AI)/chat bot includes submitting AI generated work as your own, without your professor’s permission. College is a place where students should learn from their personal experiences and each other. Students should develop their creativity, problem-solving and critical thinking skills, and authentically communicate verbally and in writing. Artificial Intelligence has the potential to interfere with these processes and hamper students’ development of these skills.</p>
	<p style="text-align: center;">LGBTQ+ Statement</p> <p>Students may change their name at any time by visiting the Admissions and Records Office (SSB-180). This change includes your preferred name and pronouns on all official records,</p>

your student ID, and on Canvas. The instructor(s) and students in this course are expected to respect your identity by using your preferred name and proper pronouns. If any person accidentally uses the wrong name or pronoun, briefly apologize, correct yourself, and keep going. If you ever feel like your identity isn't being respected repeatedly— by anyone — and you feel safe doing so, talk to your professor. Or you can go directly to Compton College's District Title IX Coordinator Director, Diversity, Compliance and Title IX, 310-900-1600, ext. 2143

The college and all its resources should be safe and welcoming to everyone.

Additional Resources:

The LGBTQ+ Student Club

St. John's Clinic

LGBTQ+ Work Group Website

