

Important Statements to Include in your Syllabus

Be sure to review Dean Mary Cusack's "Creating an Airtight Syllabus" guide for any additional details, and recommendations.

Mott's Cultural Values

Mott Community College faculty, staff and students are dedicated to creating a positive learning environment through appropriate appearance, responsible behavior, and respectful communication.

Appropriate Appearance

All members of the MCC community will:

- Dress for success!
- Wear clothing that is appropriate for the setting, task or activity. Dress codes may be required for specific programs, courses or jobs.
- Respect dress and/or adornments which reflect characteristics or expectations of one's religion, ethnicity or culture.
- Wear clothing and apparel that contributes positively to the campus climate and learning environment. Be considerate of how your appearance may impact others.

Responsible Behavior

All members of the MCC community will:

- Observe regulations and rules of the College.
- Be considerate of how one's behavior impacts others.
- Create a positive learning and working environment in and out of the classroom/office by respecting diverse opinions and viewpoints.
- Show respect for one another by using appropriate time management skills; by being punctual to class, work and meetings; and arriving prepared for such.

Respectful Communication

All members of the MCC community will:

- Communicate in a positive manner.
- Follow processes for dispute resolution and conduct themselves in a respectful manner.
- Communicate with one another on the telephone, through email or in-person using respectful language.
- Use appropriate, non-threatening language when disagreeing with one another and resolve differences calmly. Keep in mind that it is not always what we say, but how we say it.
- Help students and others express their diverse opinions through open dialogue. This is a learning environment where everyone should be encouraged to find their own individual voice while mutually respecting others.
- Exercise professional etiquette with digital devices.

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Affirmative Action Statement

As an affirmative action/equal opportunity institution, the College encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. The college does not discriminate in educational or employment opportunities or practices on the basis of race, color, religion, gender, national origin, veteran's status, age, disability unrelated to an individual's ability to perform adequately, height, weight, marital status, political belief, sexual orientation, or any other characteristic protected by law. Inquiries by students regarding compliance with Title IX should be directed to:

Dean - Enrollment, Retention, and Registrar - Records & Registration, 1401 Court E. Street, Prah College Center - PCCLL, Flint, MI 48503, (810) 762-0243.

Inquiries by students regarding compliance with Section 504 compliance should be directed to: Director - Admissions & Student Success Services, 1401 E. Court Street, Prah College Center - PCC1130, Flint, MI 48503, (810) 232-8225.

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Mott Care Team

If you or someone you know needs support, is distressed, or exhibits concerning behavior, help by making a referral to the Care Team. The Mott Community College Care Team is committed to improving the safety and well-being of the college community through proactive and supportive interventions. As your instructor, I may contact the Care Team to seek support for you. I encourage you to fill out a referral if you or a classmate are in need of help. You may contact the Care Team by filling out a referral at www.mcc.edu/care. In case of an emergency, please call 9-1-1.

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Disability Services

Mott Community College is committed to providing equal opportunity for participation in all programs, services and activities and adheres to Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act, as amended (2008) to provide effective auxiliary aids and services for qualified students with documented disabilities. Requests for accommodations by students with disabilities may be made by contacting Disability Services at 810-232-9181 or on the web at disability.mcc.edu. Once your eligibility for an accommodation has been determined, you will be issued an Instructor Notification Letter. Please present Instructor Notification Letters to instructors at the start of the semester and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

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Incompletes

A student must initiate a request for an "I" (Incomplete Grade) from an instructor. The "I" will be given at the sole discretion of the instructor.

Typically an "I" will be given only when the student:

- Has completed at least 75% of the class (excluding the final exam) but is unable to complete the class work because of extraordinary, unusual or unforeseen circumstances or other compelling reasons,
- Has done passing work in the course and,

In the instructor's judgment, can complete the required work without repeating the course.

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Title IV Funding Eligibility

Guidelines require the college to keep attendance records in order for students to maintain their Title IV fund eligibility. Excessive absences may affect that eligibility.

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Title IX

Support for Pregnant and Parenting Students – Consistent with Title IX of the Education Amendments of 1972, Mott Community College will provide appropriate adjustments and/or support to pregnant and parenting students. For questions about your rights pursuant to Title IX and other non-discrimination related compliance matters, contact the Title IX Coordinator – Chris Engle, Dean of Enrollment, Retention and Registrar at (810) 762-0243 or at titleix@mcc.edu.

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School Closings

Up-to-date closing information is available from the following sources:

Emergency Notification System

In the event of any on-campus emergency a voice or SMS (text message) will be sent. All MCC Students, Faculty and Staff are encouraged to sign-up for this notification through WebAdvisor.

Student Email Notification

Students will be notified through their MCC Webmail address of specific class cancellation, site-specific closings, or college-wide closings. Call (810) 232-8989 for a recorded message announcing a school closing. Area radio and television stations will be alerted whenever a decision is made to close the school.

[Sharing due to requests but not required for syllabus. - mjfulmer]

Establishing Relationships, Building Trust

It may seem odd to address relationships in a syllabus. But when you think about it, we are about to embark on a challenging journey together, where your learning is our primary mission. We are partners committed to working together on your success. When you reach the end of your educational journey in this course, you will have learned new things... about illustration, and visual communications, about yourself and the world around you. Like any successful relationship, our partnership requires trust. Our goal is to make this classroom a “no fear” zone!

For my part, as your instructor and guiding partner on this educational journey, I offer my respect to you and your classmates for your ideas, creativity and effort that you put forth for each assignment. I ask you to trust me to have your best interests at heart at all times. I also ask you to trust that I will be fully engaged as your partner in this learning process, guiding you by providing honest and thoughtful feedback, knowledgeable instruction, and thought-provoking assignments. I ask you to trust me to do my best to answer your questions and provide further clarification when requested. And when I am unable to answer your question, I ask you to trust me when I say that I believe the answer - especially in regards to art and design - is already in you, yet to be discovered. I ask that you trust me to create and offer as many options for learning as possible. And I ask you to trust in me to apply prompt, fair and appropriate methods of assessment that are based on my long experience in education and as a professional in the field of art and design. But most of all, I ask you to trust that I believe in you and your ability to be successful in this illustration course!

For your part, as the student and learning partner on this educational journey, I ask that you be respectful and considerate to me and your classmates in our interactions. In addition, I will trust in you to be present for each class, prepared to explore new ideas, new ways of thinking, and new artistic techniques. I will trust you to seek me out to ask questions you may have, especially when a new concept has been introduced, or for clarification on topics discussed in class, or on an assignment when confusion arises. I will trust you to always try your best to meet interim and final deadlines for assignments. But I also trust you to let me know when circumstances may impede you in completing that goal. I will trust you in your willingness to collaborate with me and your classmates in thoughtful ways as we engage together in the learning process through discussions and critiques. I also will trust you to make the most responsible choices both on and off campus, ones that are meant to positively impact your own success and not impede the success of others.

I know we can start out with a bond of trust. But trust can also be easy to lose. Let’s work together to build a strong relationship based on trust, not fear, so that your learning journey will be a successful one this semester!