

Faculty Information

Faculty Name:	
SBVC College Email:	
Phone Number:	
Office Hours and Location:	

Course Information

Course ID:		
Course Title:		
Semester:		
Class Meeting Times:		
Pre/Co-Requisites:	[if applicable]	
Course Materials:	[Add picture of textbook]	[List out course materials and how each will be used during the class]
Course Description:	[Copy the course description directly from the SBVC Catalog]	
Student Learning Outcomes (SLOs):	[Copy directly from the Course Outline of Record (COR)] At the completion of this course, students will be able to: 1.	
Course Objectives:	[Copy directly from the Course Outline of Record (COR)] 1.	

Welcome to [Course Name]!

[Below is a sample welcome letter to your students, revise to fit your needs.]

Dear students,

I'm [Your Name], and I'm thrilled to welcome you to our course. In creating a learning environment, I value and embrace the diversity of thoughts, perspectives, and experiences each of you brings. This course is designed to [briefly describe objectives and structure]. I'll make Canvas Announcements twice a week—check your email regularly. If participation drops, I'll reach out via email, phone, or text for support. Open communication is key.

Let's foster a positive community with values like being fully present online, listening, asking for help, and maintaining honesty and respect. Your active participation will make our online classroom dynamic and supportive. Feel free to add values or norms. Excited about the journey ahead!

Best,

[Your Name]

About San Bernardino Valley College

Mission - San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an anti-racist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

Vision - Through offering a variety of degrees, certificates, skill-building courses, and opportunities for personal and professional enrichment, San Bernardino Valley College strives to be the institution of choice for the region. Our inclusive culture, quality education, and comprehensive support services will create leaders dedicated to promoting social justice and community advocacy on a local and national level.

Values - San Bernardino Valley College's commitment to its mission is expressed through its values. For more information on our values, visit our [website](#).

Institutional Learning Outcomes (ILOs)

Upon graduation or transfer from SBVC, students will be able to:

- 1. Communication Skills:** Comprehend content and communicate in written, spoken, signed, or artistic formats.
- 2. Quantitative Reasoning Skills:** Apply mathematical or analytical skills to identify and solve problems and synthesize and evaluate ideas.
- 3. Critical Thinking Skills and Information Literacy:** Critically evaluate qualitative and quantitative hypotheses, sources, and conclusions.
- 4. Personal, Academic, and Career Responsibilities:** Develop goals for personal, academic, and career environments.
- 5. Social and Global Awareness:** Recognize the impact of one's actions on the environment and one's role in society with respect to diversity, equity, inclusion, and anti-racism.

Course Policies

Attendance	Regular attendance and active participation are vital components of this course's learning experience, as they contribute significantly to your understanding and engagement with the material; however, I understand that life can be unpredictable, so please communicate with me if you anticipate any challenges in attending class.
Communication Policy	I value open communication and am here to support your learning journey. If you have any questions, concerns, or need clarification on course material, feel free to reach out to me via email or during my office hours. I will do my best to respond to all inquiries in a timely manner, typically within 24-48 hours. Additionally, any important announcements or updates regarding the course will be communicated through Canvas, so please make sure to check this regularly. Let's keep the lines of communication open to ensure your success in this course!
Withdrawal/Drop Deadline	If you choose to withdraw or drop this course, you're always welcome to take it with me again in the future. Please refer to the Important Dates website for deadlines regarding adding or dropping classes.
Grading Practices	Grading criteria will be clearly communicated for each assessment, and feedback will be provided to help you understand your progress and areas for improvement. Your final grade will reflect your mastery of the course material and your engagement with the learning process.

Course Policies

Late Assignments Policy	If you're unable to submit an assignment on time, send me a message beforehand and we'll work it out together. Remember, open communication is key to a successful learning journey.
Academic Honesty	Upholding honesty and ethical conduct is essential in this course. Any instances of academic dishonesty, including plagiarism, will be addressed with support and guidance to ensure a fair and respectful learning environment for all.
ADA Accommodations	If you require a disability-related accommodation, please let me know as soon as possible so I can assist you in a timely manner. You should also contact Student Accessibility Services (SAS) directly to make your request. You will be required to provide SAS with verification of your disabling condition(s). SAS is located in AD/SS 105 or can be reached at (909) 384-4443 (voice) or 888-2357 (TTY).

Helpful Resources for Students

Below are examples of resources provided at San Bernardino Valley College. See the [College Catalog](#) for a complete list of services for students.

Technology Resources	Assistance with Canvas, Microsoft Office for students, email address and access, etc. To submit a HelpDesk ticket helpdesk@sbccd.edu or call (909) 384-4357.
Student Accessibility Services (SAS)	Located in AD/SS 105, the SAS team assists students with temporary or permanent disabilities, so they have equal access to all educational programs and activities on campus.
Valley 360° Resource Center (Food Pantry & Basic Needs)	Located to the left side of the Library, next to The Den, The Valley 360° Resource Center (Pantry) provides food, hygiene and other items that become available. Email studentlife@valleycollege.edu or call (909) 387-1664 for additional information.
Student Health Services (909) 384-4494	For physical health, mental health, crisis, and wellness needs.
Tutoring and Academic Success Centers	Academic Success Center: provides academic support, tutoring, and Supplemental Instruction (SI) in multiple subjects to a diverse group of learners.
	STEM-MESA Program: provides STEM students with free tutoring and Supplemental Instruction (SI) sessions throughout the academic year to help students develop successful study skill habits.
	Writing Center: The Writing Center is a free composition tutoring service that hosts an experienced staff of writing tutors who are available for in person as well as online/remote tutoring to assist students across the disciplines.
Library & Learning Support Services	Check out books, use computers, make a virtual library appointment, and get research help visit the SBVC Library or their website .
Academic Counseling Specialized Counseling and Services	General Academic Counseling: In-person and online academic counseling appointments to help you choose classes, complete a degree plans.
	Extended Opportunities Programs and Services (EOPS): Extended Opportunity Programs and Services (EOPS) provides comprehensive academic and support counseling, limited financial aid assistance, textbooks, and more

Helpful Resources for Students

	to help you overcome financial needs, language barriers, and other academic challenges.
	Puente Project: The Puente Project's goal is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities to obtain their bachelor's degrees and return to the community as leaders and mentors of future generations.
	Success through Achievement and Retention (STAR/TRIO): STAR/TRIO provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their AA/AS degree.
	Umoja-Tumaini: The Umoja-Tumaini program is a learning community for students interested in learning about African-American history, literature, and culture. We are here to support you in completing your academic goals, whether it's earning a certificate or degree and/or transferring to a four-year college.
Veteran's Resource Center	The Veterans Resource Center (VRC) assists veterans and veteran families (spouse/dependents) with successfully transitioning into college and accomplishing their educational goals

Assignments and Grading

Assignment	Points	Scale

Class Schedule

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	

Class Schedule

Week 15	
Week 16	
Week 17	

Note: The schedule above typically goes unchanged throughout the course, but slight adjustments might be made as necessary.