Course Number:  Course Title

Semester, Section

**INSTRUCTOR:**

# OFFICE:

# OFFICE HOURS:

# PHONE:

# EMAIL:

## REQUIRED MATERIALS

Here, you should be clear which books and materials, including technology requirements, students will need to successfully complete the course. If no materials are needed because you will provide them, indicate this here.

## COURSE DESCRIPTION

Here, you should have a verbatim catalogue description of your course.

## COURSE OVERVIEW

If your department has an overview for the course, use it verbatim here.

## STUDENT LEARNING OUTCOMES

After completing this course, students will be able to (these should be verbatim):

* SLO 1
* SLO 2
* SLO 3
* SLO 4
* SLO 5

## **ASSIGNMENT**S

Here, you will give students information about the types of assignments they will be expected to complete. You may also choose to include information about page length/word requirements, method of submission, etc.

## DEADLINES

Here, you may choose to state your policy on deadlines, extension requests, etc.

## FORMATTING

Here, you may choose to inform students about any formatting requirements you have for the work they submit.

## TUTORING

Here, you may choose to make students aware of tutoring services they have available, how they can access these services, and any other advice you may have about the use of tutoring.

## WITHDRAWING FROM THE COURSE

The last date to withdraw from your courses is **(insert relevant date here)**. Though you won’t earn an F if you withdraw, before you decide to withdraw from this course or any other course, think about the following information:

1. The W will be reflected on your transcript permanently.
2. Ws on transcripts may have a negative impact on acceptance into select programs.
3. Transfer institutions may view Ws negatively, and it may go against your application.
4. Your financial aid may be impacted.

Please discuss your options with your instructor or an advisor/counselor before you decide to withdraw from a course.

## PLAGIARISM

Here, you should include a statement about plagiarism – that it is not allowed, what forms it may take, and what the consequences for doing it are.

## GRADING

Here, you should detail your grading policy, including how grades are calculated and how students can access them. Below is an example of an accessible table you may choose to use.

| **COURSE GRADE BREAKDOWN** | |
| --- | --- |
| **Area of Assessment** | **Percentage of Final Grade** |
| Assessment Group 1 | X% |
| Assessment Group 2 | X% |
| Assessment Group 3 | X% |
| Assessment Group 4 | X% |

At the end of the semester, you will receive one of the following grades for (insert class here):

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

CLASS POLICIES

## PARTICIPATION & ATTENDANCE

Here, you should detail your participation and attendance policies – how many absences students can have before incurring a negative impact on their grade, what constitutes an absence in your course/course mode, how/whether excused absences are granted, what participation expectations are, how students should handle missing a class, etc.

## BEHAVIOR CODES

Here, you may choose to explain your expectations for classroom comportment, policies for respecting others/communicating respectfully, cellphone/device policies, etc.

## COMPUTER ACCOUNTS

Here, you may choose to explain your policies on the importance of checking CCP email regularly.

## STARFISH CONNECT

Starfish Connect is a communication tool for students and faculty. Through Starfish instructors can provide feedback to you about your progress in their courses. Throughout the term, you may receive progress emails regarding your academic performance. The emails are designed to be helpful and increase your success in courses. Be sure to check your MyCCP email account regularly and open any emails you receive and follow the recommendations. Instructors may also recommend that you contact a specific campus resource, such as the Learning Lab or Counseling Center.  If an instructor makes a referral, you may also be contacted directly by this campus service as a follow-up. To access Starfish Connect, simply log into MyCCP and click on *Starfish Connect*on your Launchpad. You can even set up a student profile.  If you need assistance with Starfish Connect, you can email questions to starfishconnect@ccp.edu

## STUDENTS WITH DISABILITIES

Students who believe they may need an accommodation based on the impact of a disability should contact their instructors privately to discuss their accommodation letter and specific needs as soon as possible (preferably within the first week of class). If you need to request accommodations, but do not have an accommodation letter, please contact the Center on Disability, room BG-39, phone number 215-751-8050.

## GENERAL

Here, you may choose to indicate any additional information you feel has not been covered to this point in the syllabus, including an indication your course schedule may change due to various needs and circumstances.

# Class Schedule

| **Part of Semester** | **Topics Covered** | **Assignments Due** |
| --- | --- | --- |
| 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 |  |  |
| Week 15 |  |  |