

Syllabus Template

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Directions: Cut and paste into a word document and add information appropriate to your course and program.

Course Information

Course Title: (Place title here)

Course Number and CRN: (Place Number and CRN here)

Credits: (Place credits here)

Course Date: (Place term and dates here)

Course Meeting Times: (Place meeting times here)

Course Location: (Place room{s} here)

Instructor: (Place instructor name, office location, office hours, phone and email address here)

Course Description: (Place catalog description here – like the sample below.)

WR 121 introduces students to college writing: how to use experiences, observation, and critical reading to discover and support ideas. Students learn to organize an essay around a thesis, to use suitable patterns of development, to support ideas clearly, to revise to suit purpose and audience, and to edit for college-level style. Timed writing in class is a major component.

Pre-requisite/program: (Place any prerequisites or co-requisites, including test scores here. Or indicate how this course fits into a program or degree)

Example: Minimum ASSET score of 43, or a “C” grade or better in WR 40, WR 65 or WR 95 with a grade of “C” or better, or instructor permission. Students must be able to read at college level to be successful.

Learning Outcomes:

Course Outcomes: (Place learning outcomes here. These 4-10 outcomes describe what major things students are to know and do {knowledge and skills and attitudes} by the end of the term. These outcomes should be the same for all courses of the same number.)

1. Produce stand-alone paragraphs with a topic sentence and supporting details.
2. Maintain focus and coherence for stand-alone paragraphs of at least 200 words.
3. Distinguish between general support and specific evidence and to apply the distinction to one’s writing.
4. Produce paragraphs containing a variety of sentence lengths and structures, including some complex sentences.
5. Edit one’s own writing to avoid most major sentence errors.
6. Edit one’s own writing to avoid capitalization, spelling and confused word errors.
7. Edit one’s own writing for generally accurate use of commas, semi-colons, apostrophes, and pronouns.

Program-Level Outcomes: For Transfer courses, please include the Focus Area outcomes that apply to the course (e.g. Arts and Letters, Cultural Literacy, Health). For CTE courses that are unique to a particular CTE Program, please include the CTE Program outcomes.

Instructional Methods

Methods: (Place statement about how course is taught.)

Example: This course is taught using a variety of instructional including lecture, class discussions, small group work, project creation, and electronic discussion (email and website chat room).

Textbook & Materials

Textbook Title: (Place here)

ISBN: (Place here)

Publisher: (Place here)

Materials (Place here) Distinguish between required readings and recommended/supporting materials.

Topics and Assignments

Week 1 (Place major topics/themes and readings/assignments that are due here)

Week 2 (Place here)

Week 3 (Place here)

Week 4 (Place here)

Week 5 (Place here)

Week 6 (Place here)

Week 7 (Place here)

Week 8 (Place here)

Week 9 (Place here)

Week 10 (Place here)

Week 11 (Place here)

Assessment

Exams/Quizzes (Include major forms of assessments and how they contribute to final grade; quizzes, tests, exams, papers, projects, performances/products, in-class exercise such as group work, discussion, simulations or labs)

Final (Place here)

In-class work (Place here)

Late Work (Place here)

Missed Exams (Place here)

Absences (Place here)

Extra Credit (Place here)

Cheating/Plagiarism (Place here)

Grading standard (Sample)

There will be 10 quizzes throughout the course, made up from objective questions (multiple-choice or identification) and fill-in blank questions. I drop your 2 lowest quiz scores when I compute your quiz average. With this safety margin, there are no make-up quizzes if you are absent. A missed quiz is 0%. Quizzes are 25% of your course grade.

Short essay papers make up 25% of your grade. The papers are always one page and are always typed single-spaced. I will provide you with models of how they should be designed and how to incorporate details. You should do better in this part of the course if you have completed Writing 121. Please see the attached class calendar for due dates. These are due on the date specified. For each day late, there will be one grade level per paper deducted. After 3 days, the papers will not be accepted.

The final exam will be three papers chosen from a list of about ten topics provided one week before the finals week. Each of these papers are 1-2 pages single-spaced, which means they can be a little longer than the short essays. They will make up 25% of your grade. Please see the attached class calendar for due dates. These are due on the date specified. For each day late, there will be one grade level per paper deducted. After 3 days, the papers will not be accepted.

Participation points are awarded based on in-class activities and essays. These must be completed in class and there will be no make-up exercises; however, only 8 will be included in the final grade, so you may miss two classes without penalty. These will contribute to 25% of your grade.

Inclusion of an explicit Grading Scale is optimal. For example:

(Your grading scale may differ from the example)

The following Grading Scale will be used in this course:

A 93-100 Exceptional

A- 90-92 Superior

B+ 87-89 Excellent

B 83-86 Very good

B- 80-82 Good

C+ 77-79 Better than satisfactory

C 70-76 Satisfactory

D 65-69 Passing (Note: Courses in which "D" grades are earned may not be used in the AAOT or to fulfill foundational requirements in other certificate or degree programs and may have limitations in specific certificate or degree programs)

F 0-64 Not passing

Final Exam See Checklist for COCC Final Exam Policy : <http://www.cocc.edu/Instruction/Faculty-Resources/Teaching-Fundamentals/Final-Exam-Policy/>

It is essential to publish the Final Exam date and time on the syllabus. A review of the COCC Final Exam Policy is preferable.

Example: Final Exam: 8 June, Tuesday, 3:15-5:15 PM.

The exam will NOT be given out after the first person has left!

Please plan to be on time. Also, please note that in order to take a final at a different time than that scheduled, requires a petition approved by the Department Chair and the Vice President of Instruction. This can be an arduous process, so please plan to be here ON THIS DATE as well!

Policies See Examples of Course Policies, Expectations and Agreements

Students Rights and Responsibilities:

Please read the [Students Rights and Responsibilities](http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/) (http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/) handbook.

Americans with Disabilities Statement:

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office in the Boyle Education Center, (541) 383-7583.

COCC Non-Discrimination Policy:

Central Oregon Community College is an affirmative action, equal opportunity institution.

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541-

383-7236.

Student Insurance:

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage.

Depending on the course content (e.g. Massage Therapy or Nursing etc.), it may be advisable to include the following:

Physical Contact Statement:

Due to the nature of this course, students are advised that physical contact between the instructor and student, or student to student is required for some lab assignments (example, taking blood pressure, taking pulse, etc.) If you have concerns about these requirements, you are encouraged to discuss these with the instructor prior to the next class session to determine if appropriate alternative assignments exist. If you do not think you will be able to participate to the extent required by the course, you are encouraged to drop the course within the appropriate deadlines in order to obtain a refund.