

# COCC Class Syllabus Template

See also COCC Credit Course Syllabus Policy in [G-30-21](#) (approved Academic Affairs Committee, June 6, 2016). Directions: COCC recommends all credit courses use the following template. Choose “save as” to create an individual word document, add information appropriate to your class and program, and delete all instructions that are indicated (with parentheses).

## **Class Information:**

**Course Title:** (Insert Course title)

**Course Number and Class CRN:** (Insert Number and CRN here)

**Credits:** (Insert credits here)

**Class Dates:** (Insert term and dates here)

**Class Meeting Times:** (Insert meeting times here; online classes may include first week assignment)

**Class Location:** (Insert room here; for hybrid or online class, identify class web site here)

**Instructor:** (Insert instructor name and contact information here. Required: name, office hours and location, phone and/or email; Recommended: directory page)

## **Course Description:**

(Insert the [catalog course description](#), included stated prerequisites, corequisites, or recommended preparation. **Do not change or modify the course description in your syllabus.**)

## **Student Learning Outcomes:**

**Course Learning Outcomes:** (Insert approved course learning outcomes here. These four to eight outcomes describe skills students can demonstrate at the end of the term. The outcomes should be the same for all courses of the same number and are located [in the catalog in course outlines.](#))

**Program Learning Outcomes:** (For courses meeting AAOT general education focus area requirements [e.g., arts and letters, cultural literacy, health], please include the General Education area outcomes. For career and technical education courses that align with program learning outcomes, please include the CTE program learning outcomes).

Independent Accreditation Requirements: OPTIONAL UNLESS REQUIRED BY ACCREDITORS (If an independent accreditor provides course outcomes, competencies or other standards, include them here.)

## **Instructional Methods:**

(OPTIONAL-Insert statement about how course is taught if helpful. This could include a statement like: This course is taught using a variety of instructional methods, including lecture, class discussions, small group work, project creation, and electronic discussion (email and website chat room). If this course is hybrid or online, use this space to describe the methods that will be included and helpful for students to know.)

### **Class Materials:**

**Textbook Title:** (Place here)

**ISBN:** (Place here)

**Publisher:** (Place here)

**Materials:** (Include other materials needed for this course; distinguish between required and recommended/supporting materials.)

### **Technology:**

(Identify required technology here, and provide support contact)

Example: This class will be delivered through COCC's learning management system (LMS), [Canvas](#). The policies and statements for the LMS are available online on [COCC Technology Skills and Requirements](#) page.

**Technology Assistance:** (notice, this is the version that passed AA this year.)

- For Canvas assistance, contact 24/7 Canvas support by [live chat](#), or Support Hotline 541-508-7271.
- For online class assistance, check out our [Self Help Resources page](#)
- For technology support (login, password reset, user name, etc.), visit our [Student Technical Support page](#)
- Technology lending, visit our [Library Technology Lending page](#)
- For individual assistance, visit one of the Computer Labs, email [techhelp@cocc.edu](mailto:techhelp@cocc.edu), or call 541-383-7716.

### **Class Topics and Schedule:**

(OPTIONAL-Include proposed schedule or weekly plan)

### **Due Dates of Major Graded Work:**

(To help students plan, include due dates for exams, essays, projects, etc.)

### **Final Exam Date and Time:**

(Insert final exam date and time.)

### **Grading and Assignments:**

Grading Standard: (Explain how grades will be determined. This should include an identification of all graded work, the methodology for calculating grades (points, numerical conversion of letter grade, any weighting system used) and whether you allow dropped grades or extra credit opportunities. Examples of types of assignments include: Exams/quizzes, papers, projects, performances/products, in-class exercise such as group work, discussion, simulations or labs, mid-term exam, final exam.)

## **Grading Scale:**

(Explain the scale you will use to determine grades; your grading scale may differ from this example but you should refer to the COCC grading policy on grade points in the Catalog.)

EXAMPLE of a grading scale:

A 93-100 Outstanding performance

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 be limited or not used in specific certificate or degree programs)

F 0-64 Not passing

I Incomplete (OPTIONAL: include your policy on incompletes. For examples, see [web link])

W Withdrawal (Indicate here under what conditions you would not support a student requesting a withdrawal from the course which by COCC policy is available from the 8th week into finals week with instructor permission. If you would consider such requests, you do not have to include an explanation.)

## **Class Policies:**

(OPTIONAL-Include here any of the following that help clarify the requirements of your course. Examples are listed online at [insert web site].)

- **Final Exam** (COCC’s Final Exam Policy is linked below in COCC Policies; include any additional information here.)
- **In-class work**
- **Late Work** (may include addressing issues with electronic submission)
- **Missed Exams**
- **Attendance/Absences** (In class work?)
- **Changes to the syllabus/deadlines/assignments** (where will you provide this information?)
- **Email policy** (Will you use only COCC’s email addresses? Set expectations for how frequently students should check email)
- **Cheating/Plagiarism** (COCC’s Student Rights and Responsibilities policy addresses academic honesty, cheating and plagiarism and is linked below in the COCC Policies section; include any specialized information for your course here.)

Please make sure to also read the COCC institutional syllabus (linked on Canvas, and on the COCC website), that includes policies and information that apply to all COCC classes.