



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new  
Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new  
Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

# COCC Syllabus Template

See also COCC Credit Course Syllabus Policy (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 course and program, and delete all instructions that are indicated (with parentheses).

## Course Information

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

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

**Credits:** (Insert credits here)

**Course Date:** (Insert term and dates here)

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

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

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

**Course Description:** (Insert the catalog course description, included stated prerequisites, corequisites or recommended preparation, here.)

## Learning Outcomes:

Course Outcomes: (Insert approved student learning outcomes here. These 4-6 outcomes describe what major things students are to able to do by the end of the term. These outcomes should be the same for all courses of the same number and are stored in Banner.)

Program-level Outcomes: (For courses meeting AAOT general education focus area requirements (e.g. Arts and Letters, Cultural Literacy, Health), please include the focus area outcomes. For CTE courses that align with program outcomes, please include the CTE Program 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 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.)

## Course 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 Assistance:** (Identify required technology here, and provide support contact) Example: This course will be delivered through Blackboard. [If you are in need of any technology assistance, help with logging into any school systems, or if you experience any errors while in your course, contact Student Technical Support 541-383-7716 or visit a Computer Lab \(Boyle Education Center, Pioneer Hall, or Redmond Technology Center\). To login the first time, use your student ID \(820xxxxx\) and password \(default FLMMDDYY\).](#) For support, view self-help resources online (<https://www.cocc.edu/departments/elearning/student-online-resources/default.aspx>), or call 541-383-7716.

**Course Topics (OPTIONAL: proposed schedule or weekly plan)**

**Due Dates of major graded work (exams, essays, project provided to help students plan)**

**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 8<sup>th</sup> week into finals week with instructor permission. If you would consider such requests, you do not have to include an explanation..)

**Course 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.)

**COCC Policies**

**Important Enrollment Deadlines**

The following deadlines apply to full term courses; for part-of-term courses, see individual dates or insert dates here.

First week of each term	Mandatory attendance: students not in attendance or absent with instructor permission are administratively withdrawn
5pm, Friday of second week	Last day to drop with full refund.
5pm Friday of 7 <sup>th</sup> week	Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required
6pm, Wednesday of last week of regular classes.	Last day to drop, requires instructor approval, shows as "W" on transcript

**Final Exam Policy:** (Information for faculty about final exams is found on the intranet at <https://intranet.ad.cocc.edu/departments/instruction/faculty-resources/teaching-fundamentals/default.aspx>.) Information about the final exam schedule, policies for rescheduling final exams, and final exam policies are located on the Academic Calendar web site (<https://www.cocc.edu/departments/admissions/degrees-and-classes/academic-calendar-important-dates-by-term.aspx>) Please note that rescheduling exams is available in specific circumstances and requires advanced planning.

**Students Rights and Responsibilities:**

All COCC students should review the Students Rights and Responsibilities available online at (<https://www.cocc.edu/policies/general-procedures-manual/student/student-rights-and-responsibilities.aspx>).

**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 Barber Library, (541) 383-7583.

**COCC Non-Discrimination Policy:**

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, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, genetic information, or veteran status or any other protected classes under Federal and State statutes in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, 541.383.7216.

**Title IX Statement:**

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.),sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact Diane Ross, Title IX Officer,541-383-7218, x7218, dross3@cocc.edu.

**COCC Services (Optional)**

See [Syllabus Resources](#) for a menu of COCC services you can include on your syllabus if appropriate.

# G-30-21 Syllabus Standards for Credit Classes

*Approved: 2017-05-02*

Each instructor must provide a course syllabus to enrolled students at the beginning of the course and to the department administrative assistant (who maintains a historical record for the College) for each section taught. Instructors must complete their syllabus and post it to the Blackboard course site before the first class meeting of the term.

The syllabus serves as an outline of the course of study and communicates the instructor's design, including the information listed below. The syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are very important. The following elements are required to be included on every syllabus:

Course Information (title, number, CRN, credits, term and year, meeting times, location/web site)

Instructor information (name, office hours and location, phone and/or email)

Course description (from Catalog)

Learning Outcomes (from Banner)

Program-level Outcomes (for courses meeting AAOT Focus Area requirements, list focus area outcomes)

Course materials (list required materials including textbook, ISBN, publisher, any other required materials)

Technology (identify required technology and provide support contact)

Topics

Due dates for major graded work (such as exams, major essay or project)

Final Exam Date and Time

Grading and Assignments (explain how grades will be determined)

Grading Scale

COCC Policies (Full policy statements for the following: Important enrollment deadlines, Americans with Disabilities approved statement, COCC Non-Discrimination Policy; links for the following: Final Exam Policy, Students Rights and Responsibilities, Title IX Statement)

Academic Affairs has approved a recommended syllabus template to provide students with consistent

and comprehensive information to support their success. The template also includes optional elements to include on a syllabus and examples from COCC faculty.

Related Materials: Syllabus Template information is available via the [Office of VP for Instruction](#)