**SAMPLE SYLLABUS**

**Coconino Community College**

**SYLLABUS FOR *COURSE TITLE  
SEMESTER  
COURSE PREFIX AND NUMBER, CREDIT HOURS***

***COURSE DAY AND TIME AND ROOM #***

|  |  |
| --- | --- |
| **Instructor:** | **Office Hours:** |
| **Office:** |
| **Phone:** |
| **Email:** |

**COURSE DESCRIPTION AND PREREQUISITE:** *Obtain from the course outline/description*

**COURSE CONTENT:** *obtain from the course outline/description*

**COURSE OUTCOMES:** *obtain from the course outline/description*

**COURSE GOALS:** *obtain from the course outline/description*

**COURSE REQUIREMENTS:**

* Textbook: See your Lead Faculty. Include edition and ISBN.
* Access to CANVAS and ability to perform basic computer skills
* Other required materials

**COURSE POLICIES:**

**Classroom Etiquette/Standards of Conduct:** *Discussion etiquette, learning environment, etc.*

**Academic Dishonesty Procedure:** Academic dishonesty is a violation of the Student Code of Conduct as defined in Procedure 503-01. When a student commits an act of academic dishonesty, the instructor is responsible for determining the grade for the course or assignments. Incidents of academic dishonesty are reported to the Dean of Student development and Community Engagement for adjudication and follow up

**Attendance:** *State your attendance policy here. Best practices indicate that an attendance policy increases student success. If an external agency or board requires attendance taking for your course or program of study, follow that requirement and state it here.*

**College Attendance Policy:** As stated in Procedure 303-02, students must attend their classes and participate in a course-specific, academically related activity in online classes the first week of school or a grade of NS (no-show) will be recorded by their instructor, and they will be withdrawn from the course. Students will not receive refunds for classes in which they have received an NS grade. Students have the right to appeal a grade of NS through the Office of Registration and Enrollment Services.

Students must drop or withdraw from any class they do not wish to complete, and they are financially and academically responsible for all courses that they do not drop by published deadlines. The Office of Registration and Enrollment Services publishes instructions for students to follow when dropping or withdrawing from classes. Students are encouraged to discuss drop and withdrawal options with their academic advisor and the Office of Student Financial Aid (if a financial aid recipient).

Instructors may create specific class attendance requirements, as published in the class syllabus. Students may not be penalized for missing class for a religious observance, jury duty, military duty or other mandatory civic duty, representing the College in an official capacity, or participating on field trips for another class, if they have given the instructor reasonable notice. The instructor’s syllabi should define reasonable notice.

**Late Work Policy:** State your late work policy here

**ASSESSMENT:** *You must incorporate the approved assessment methodologies as listed in the course outline. (*[*http://www.coconino.edu/curriculum/course-outlines*](http://www.coconino.edu/curriculum/course-outlines)*) You may develop other methods of assessment, but you must administer the required assessment activities.*

1. **Homework**
2. **Other Class Assignments**
3. **Exams**
4. **Final Exam**

|  |  |  |  |
| --- | --- | --- | --- |
| **GOAL (COURSE OUTCOMES)** | **COURSE CONTENT** | **Institutional Learning Outcomes/Program Outcomes (These are not finalized yet)** | **ASSESSMENT** |
| 1)List the Course Outcomes Here | List the relevant course content here |  | List the assessment here |
| 2) |  |  |  |
| 3) |  |  |  |

**COURSE EVALUATION:** *Communicate your evaluation plan and the basis for evaluation.* *Here is an example*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Point Allotment** | **Total** |
| Tests | 4 @ 100 points | 20% of the grade or Points |
| Homework |  |  |
| Projects |  |  |
| Participation (see your Course Guidelines to see if you can count participation points) |  |  |
| Quizzes |  |  |
| Final Exam |  |  |

**GRADING SCALE:** *Communicate your grading criteria.*

|  |  |
| --- | --- |
| Percentage or Course Points Here | Grading Scale Here  100-90 A Excellent  89-80 B Exceeds Standard  79-70 C Meets Standard  69-60 D Below Standard  <60 F Failure |

**FINAL EXAM POLICY:** See College Policy 303-04. *Add anything specific to your course.*

**\*Optional: EXTRA CREDIT:** *Outline your policy. Make sure to check the Course Guidelines for your course.*

**SEMESTER CALENDAR:** *a list of all class periods and the topics, chapters and dates of major exams and projects planned for those dates.*

*Example:*

**Semester Year Course Schedule:**

(Please note that this is a tentative schedule and is subject to change)

|  |  |
| --- | --- |
| Monday | Wednesday |
| Date  Assignment  HW: | Date  Assignment  HW: |
|  |  |

**MODIFICATION:** *Be sure to include*

**“The Instructor reserves the right to add, delete, or modify the syllabus with reasonable notification.”**

*Be sure you follow through with either handing out a written document or posting the updated information in your class’s online course page.*

**SYLLABUS STATEMENTS:**To simplify syllabus construction we have provided an electronic link to the CCC Syllabus Statements. The CCC statements are accessible to you and your students from within Canvas.