Face-to-Face Course Syllabus Template

College name: CGCC (header template example) **(MCCCD Requirement)**
Campus/Site: Pecos, Williams, Queen Creek, Sun Lakes, or H.S. **(MCCCD Requirement)**
Location: Building and room (with directions, if needed) **(MCCCD Requirement)**

Course: Title, prefix, course number, section number, and credits **(MCCCD Requirement)**
Format: Face-to-face (Recommendation: Include days and time) **(MCCCD Requirement)**
Academic term and year: Fall 2017 **(MCCCD Requirement)**

Instructor's name and contact information: **(MCCCD Requirement)**
Office: If the instructor has a CGCC office, list the room # and building/department location (or where students can meet with the instructor)
Office Hours: If the instructor has a CGCC office, provide the set days and time to meet/speak with instructor)
Contact Information: Provide the CGCC email address and Canvas messaging and/or phone # (your office, and/or if appropriate, your department)

Communication Policy: **(Recommended Information)**
Include the best way to contact you and how long it will take you to get back to the students.
Example:
email address: firstname.lastname@cgc.edu
Please use the Inbox within Canvas to contact me. (Top right corner where it says Inbox). If Canvas is down or you need an alternative email, you can use my CGCC email address. Be sure to label all messages as Course Prefix/Number, followed by a brief subject description. I urge you to contact me as soon as you have a question or a concern. I will respond within 24 hours Monday through Friday.
For questions that may be of general interest to the class, please use the general course discussion board in Canvas. For more specific questions about the class, or to discuss matters that are personal in any way, please send me a message in Canvas.

Course Description: **(MCCCD Requirement)**
Include the catalog description and prerequisites, which can be found at http://www.maricopa.edu/academic/ccta/ Consider including other prerequisites such as critical thinking skills, reading and writing skills, and computer skills.

Course Competencies: **(MCCCD Requirement)**
Include the course competencies for the specific course, which can be found at http://www.maricopa.edu/academic/ccta/

Required and Recommended Texts, Materials, and Technologies:(MCCCD Requirement)
Include the textbook title, author, and ISBN (International Standard Book Number). Required texts, recommended texts and other materials listed in the syllabus must be identical to the ones listed in the schedule of classes.

Course Content: (Recommended Information)
Include how the course is set up (modules, weeks, etc.) and the content that will be presented in the course.

Example: The course consists of 16 modules over 16 weeks plus finals week. Each module corresponds to one week. Modules will contain some or all of the following components:

- **Announcements:** Be sure to check this link (in the frame at the left of Canvas). Here will you find time-sensitive announcements, reminders, and changes.
- **Writing Assignments:** The goal of the written assignments is for the student to think about issues and ideas related to the subject area. The assignments are meant to validate that you are learning. Eight modules will have assignments to demonstrate that you understand that week's main concepts and will be grade with a rubric provided. Each week's Assignment is due Thursday.
- **Discussions:** You will benefit greatly by leveraging the vast experience everyone has in this course by participating in the discussions fully. There are 8 discussion boards. Here you will reply to the question posed on the Discussion Board. Discussion Board postings are designed to prompt you to reflect on that week's lessons. You will read the discussion posts of your classmates to get a sense of the variety of perspectives and viewpoints on a particular topic. It is important to engage in discussions to build a sense of community and camaraderie. Please take the time to read and respond to each other's posts. A rubric will be used to assess discussion board posts. Some discussion boards are not graded but are there to allow you to support each other and work together. Please see info about netiquette below.
- **Journal Entry:** You will write journal entries reflecting your experience to date.
- **Quizzes:** Reading quizzes will be given in most modules to check your understanding of the readings and to highlight important concepts. There will be 8 graded quizzes. Quizzes will be multiple choice, true/false, and short answer. Each quiz is worth 10 points.
- **Final Exam:** The final exam will be a short answer/essay exam.
- **NOTE:** You are able to access everything you need for each week's work from within that week's module.

Contact Hours: **(MCCCD Requirement)**

Example: This 3-credit course meets face-to-face for 45 clock hours and students are expected to commit at least 90 additional hours (135 hours total) for reading, writing, research, and completing assignments. If you are not prepared to dedicate at least 135 hours to this course, you should seriously reconsider your enrollment.

Grading: **(MCCCD Requirement)**

The grading policy statement should also include a policy for grading late and missing work. **Note:** The grading policy should clearly be aligned to the course learning outcomes and/or objectives.

Example:

Assignment	**Point Value**	**Final Grade**
8 Discussions	80 total (10 points each)	**A = 405-450 (90-100%)**
8 Writing Assignments	160 total (20 points each)	**B = 360-404 (80-89%)**
8 Quizzes	80 total (10 points each)	**C = 315-359 (70-79%)**
3 Journal Entries	30 total (10 points each)	**D = 270-314 (60-69%)**
Final Exam	100 points	**F = 0 – 269 (0-59%)**
TOTAL	**450 points**	

All assignments have a specific due date. Assignments may not be turned in late unless there is a legitimate documented emergency. You must contact me before the due date and ask for an extension. I will consider each request on a case-by-case basis. **Late assignments will automatically lose 10% of the grade.**

Submitting Assignments: **(Recommended Information)**

Explain how assignment should be submitted and what types of files are acceptable.

Example: All assignments must be submitted through Canvas unless otherwise noted. You must type your assignment in a Word document and then add it as an attachment to the Assignment module. Again, be sure to keep copies of all your work. You should submit your work in a standard typeface and size. Please use either 12 Times New Roman or 12 Arial in all Word documents. (This document is in 12 point Arial type.)

Attendance: **(MCCCD Requirement)**

Example: As per college policies, students are expected to attend classes ("The faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week.").

Course Assignment Schedule: (Recommended Information)
A list of all assignments and due dates.

Example:

Unit	Assignments, Quizzes, Activities	Due Dates
Module 1:	Course Orientation Writing Assignment Discussion Quiz	
Module 2:	Writing Assignment Discussion Quiz	
Module 3:	Writing Assignment Discussion Quiz Journal	
Module 4:	Writing Assignment Discussion Quiz	
Module 5:	Writing Assignment Discussion Quiz Journal	
Module 6:	Writing Assignment Discussion Quiz	
Module 7:	Writing Assignment Discussion Quiz	
Module 8:	Final Exam Journal	

Combined Canvas Sections: (Recommended Information, if applicable)
I have combined multiple sections of this course on Canvas. You may be interacting online with students from another class. If you have questions, please contact me.

Technology Requirements Example:
Required Computer Skills: (Recommended Information)
Be able to access and navigate the internet.
Be able to use email, including attaching and downloading files.
Be able to save and retrieve files on your computer.
Be able to use a computer, a keyboard, and a mouse or touch pad.
Be able to run and operate a variety of software programs, including a word processor.
Be able to organize, copy, paste, name and rename files.
Be able to browse, upload and attach files.
Be able to cut and paste information from one document/program to another.

Required Technologies: (Recommended Information)
Explain what types of technologies are required.
1. Access to a computer with Internet connection.
2. MS Word or another word processing program that can save and export in RTF.
3. Web browsers: The newest version of Chrome, Firefox, or Safari. Internet Explorer is not recommended (especially anything below IE 8).
4. Plug-ins: Adobe Flash, Adobe Acrobat Reader, and Java.

Third Party Learning Tools: (MCCCD Requirement)
Example: In this course we will use [LIST ALL THAT APPLY] as a web-based 3rd party tool(s) to complete or participate in assignments, activities and/or access course materials. Students may be required to establish a user name or password, submit work and/or download information from these tools. There is, therefore, some risk that individuals electing to use the products and services made available by these tools may place any student information shared with the tool vendor at a risk of disclosure.

Terms of Usage - [PROVIDE LINKS]

Accessibility Statements - [PROVIDE LINKS]

Tips for College Success: (Recommended Information)
1. Communicate with your professor
2. Attend every class meeting
3. Schedule time to study, read, write, and research
4. Know and use campus resources
5. Get involved
6. Develop effective time management skills
7. Establish your academic goals
8. Meet with academic advisors regularly

Course & College Policies:

Student Responsibilities: **(MCCCD Requirement)**

Example: Students are responsible for the information in the syllabus and college policies included in CGCC's college catalog and student handbook.

Students requiring Special Accommodations: **(MCCCD Requirement)**

Information for Students with Academic Adjustment Needs: **(NEW F17)**

- If you have a documented disability (as protected by The Americans with Disability Act Amendment Act), please contact Disability Resources & Services Office.
- If you are pregnant or parenting (as protected under Title IX) and would like to discuss possible academic adjustments, please contact Disability Resources & Services Office.
- If you are experiencing difficulty accessing course materials because of a disability, please contact your instructor and the Disability Resources & Services Office. All students should have equal access to course materials and technology.

CGCC Statement: Information Regarding Disability Services

It is the student's responsibility to self-identify, and apply for Disability Resources & Services (DRS) by utilizing the new DRS CONNECT Student System. Accessing the DRS webpage: http://www.cgc.maricopa.edu/Students/DisabilityServices/Pages/Home.aspx will give students a direct connection to DRS CONNECT. If you have concerns or need immediate assistance call 480-857-5188. The DRS Office is located at Pecos Campus in BRD101. All DRS processes must be followed for academic accommodations to be implemented.

CGCC Statement: Information Regarding Counseling Services

Counseling Services at CGCC offers students free, confidential individual counseling for academic, career, and personal issues. Services are offered at the Pecos and Williams campus locations. Connections with community resources and referrals are also available. For contact information, please refer to our website at http://www.cgc.edu/counselingservices or call us at 480-732-7158 (Pecos), or 480-988-8001 (Williams).

Academic Honesty/ Integrity: **(MCCCD Requirement)**

Example: Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the MCCCD Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Refer to the CGCC Student Handbook for information regarding Academic Misconduct and due process procedures.

Example: Academic Misconduct (from CGCC's Student Handbook)

A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/

objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance
Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.
Grade Adjustment - Lowering of a grade on a test, assignment, or course.
Discretionary assignments - Additional academic assignments determined by the faculty member.
Course Failure - Failure of a student from a course where academic misconduct occurs.

Conduct: (Recommended Information)
Example: You are expected to treat your instructor and your fellow classmates with respect. In all correspondence whether communicating in person or online, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

Activate and Access Your Maricopa Student Email
The Maricopa District provides every student with google-powered Maricopa Student Email upon enrollment. CGCC uses this official student email to send information concerning class enrollment, financial aid, tuition, and other important student information. Students must

activate this email account in order to receive these messages. Activate your Maricopa Student Email now at **http://google.maricopa.edu**

Netiquette: (Recommended Information)
Example:

1. Netiquette refers to the rules of behavior while on the Internet. When interacting within the online course environment, please follow the below guidelines.
2. Show professionalism and courtesy in all communications within the course.
3. No one else should be given access to the course or conferences without the instructor's permission.
4. Do not use the words or text from others without acknowledging the source.
5. Humor can easily be misinterpreted within the online environment, please be cautious with the use of humor and use symbols to help prevent misunderstandings. :-) :-(
6. Adhere to the same behavioral standards as you would in a face to face classroom and as is specified in the student handbook.
7. Avoid typing in all capital letters, for those of us using the Internet frequently, this can seem like you are 'yelling'.
8. Respect other people's time and contribute thoughtful comments and ideas to the discussions rather than simply making statements such as 'I agree'.
9. Use correct spelling and grammar. Avoid the use of abbreviations and use spell check within your word processor or within the course to check the spelling of your communications.

Withdrawing from the Course: (Recommended Information)
Example: There are two kinds of withdrawal: student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in my.maricopa.edu > Student Center > My Class Schedule > (Course Prefix/Number) > Calendar button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college academic calendar. Failing to submit assignments and maintain steady progress will result in withdrawal by your instructor.

Withdrawal Warning for Non-payment of Fees: (Recommended Information)
Example: Every term, students suddenly discover that they have been DROPPED FROM ALL THEIR CLASSES because they have failed to pay a lab fee or some other fee that is required for an online class. Please log on to your student account at My.Maricopa and verify that you have paid all your fees.
If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the department chair and can take as much of a week or more! Also, there is no guarantee of reinstatement after your fees are paid, so please check your account now to be sure that you are not withdrawn for nonpayment of fees.

Online Tutoring
The Learning Center provides students enrolled in CGCC online and/or hybrid courses access to online tutoring via Smarthinking. Students are encouraged to take advantage of face to face tutoring as well. For information on how to access Smarthinking, visit our website at http://www.cgc.edu/lc/onlinetutoring.

Computer Lab
The CGCC Computer Lab is open extended hours to ALL currently enrolled CGCC students. The lab has Windows and Mac computers and staff provide FREE one-on-one walk-in or appointment based assistance upon request. Labs are at both campuses Pecos (Bradshaw123) and Williams (Bridget Hall 116). For more information, please visit www.cgc.edu/computerlab or call 480-732-7221.

Syllabus Changes: **(MCCCD Requirement)**
Example: This syllabus is intended to contain complete and accurate information; however, I reserve the right to adjust this syllabus during the course. Students will be notified by the instructor of any changes in course requirements or policies.

INSTRUCTOR NOTES:
The MCCCD Requirement meets the MCCCD Administrative Regulation 3.6 Distribution of Course Syllabus.
(Remember to remove the (MCCCD Requirement), and (Recommended Information) notes prior to printing and/or posted your syllabus.)
The only new information in this updated template from last semester is the Information for Students with Academic Adjustment Needs, which has the identifier of **(NEW F17)**.

Revised: 5July2017