# Template Language for Syllabus

## Instructor Contact Information

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| Email:  | I endeavor to respond to student inquires made by email with 24 hours *during the work week*. You can email me any time, but please do not expect a reply over the weekend. |
| Phone:  | This number is my COCC office phone. As we are working remotely I likely will not answer here, but feel free to leave a voice message. I can listen and will send you a reply via email.  |
| Virtual Office Hours: ZOOM URL | You can join me in my virtual office through Zoom on \_\_\_\_\_\_\_\_\_\_\_\_\_ or by appointment. |

## Remote Instructional Methods

In response to state recommendations related to containment of COVID-19, some or all of this course will, or may, be offered through remote delivery.

*Explain the delivery methods for your course. If you have a ‘fall back’ plan (or even an idea of one), it is appropriate it to mention it here. COCC’s current definitions for the various delivery modes are as follows:*

**Synchronous** - Instruction and learning occurs at a scheduled time either in-person or on computer.
**Asynchronous** – Instruction and learning does not occur at the same location or at the same time.

* **In-Person** - Synchronous class. You will attend class at a specified location at specified times.
* **Remote**- Synchronous class. You will attend class sessions virtually (usually via Zoom) at specified times.
* **Online** - Asynchronous class. You will receive course instruction virtually (usually via Canvas) with no requirements for you to attend class at a specified time.
* **In-Person/Online** - Mix of synchronous and asynchronous. You will receive some course instruction virtually (usually via Canvas) and you will also attend some class sessions at a specified location at specified times.
* **Remote/Online** - Mix of synchronous and asynchronous. You will receive some course instruction virtually (usually via Canvas) and you will also attend some class sessions virtually at specified times (usually via Zoom).
* **Remote/In-Person** - Synchronous class. You will attend class at specified times, sometime remotely (usually via Zoom) and sometimes at a specified location.
* **Special** - Mix of two or more types of instructional delivery and does not fit into any of the defined categories. Information on the specific blend of instructional delivery modes is included on the class schedule in the course title column

### Lectures

*List how you will make lectures available to students. Will you host synchronous Zoom sessions during your regular meeting times? If yes, will you also post the links to the session recordings? What is the URL for the meeting room you will use? How can students find this information in Canvas? Will you post pre-recorded lectures in Canvas?*

### Learning Material

*Where will learning material (documents, links, etc.) be made available to students? If you are not using Canvas, where and how should students expect to receive course material?*

### Assignments

*How will you collect student work during this time? Canvas? Email? Office 365/SharePoint? List and detail how you expect student work will be collected, and where you will return feedback and grades.*

## Technology Requirements:

We recognize that technology may represent a barrier to some students during this period. COCC offers several resources to students which may help you address these barriers. I have listed them below. If you know your circumstances will make it inordinately difficult, please contact me as soon as possible so we can work together to find a workable solution.

### Technology Assistance and Resources

**Office 365** – Online access to the full suite of MS Office products, including cloud storage through OneDrive, and/or a free, licensed download the of MS Office Suite for Windows and Mac. [Directions for Office 365](https://www.cocc.edu/departments/its/computer-labs/office-365.aspx)

**Zoom Apps** – Zoom is COCC’s web conferencing standard and will be used for most remote delivery. Zoom is a free tool that works on all major platforms. We recommend you pre-install the *Zoom Cloud Meetings* app on the computer or devices you plan to use for school. Links to install: [App Store](https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307) | [Google Play](https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US) | [Windows](https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers) | [Mac](https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers)

**Computer Labs** – As of this writing, COCC has several computer labs available student use. In Bend the Pioneer lab is open, in Redmond the RTEC lab, and the Madras and Prineville labs are open. This information may change, so please check the [Computer Lab website](https://www.cocc.edu/departments/its/computer-labs/) regularly if you plan to use these.

**Student Tech Support** – For general computer use and Bobcat account support, please contact feedback365@cocc.edu or call the Student Help Line at 541-383-7716. Canvas and eLearning support can be reached at elearning@cocc.edu.

**Canvas Tools and Resources** – If you’re new to using Canvas for your classes, please visit the [Canvas 101 page](https://www.cocc.edu/departments/elearning/canvas/canvas-101.aspx) for a digest on how to use the primary tools and functions, such as submitting assignments, participating in the discussion boards, and checking your grades.

## COCC Support Services

[Writing Center](https://www.cocc.edu/departments/tutoring-and-testing/writing-center/default.aspx) - Contact the Writing Center Coordinator for more information: Jennifer Forbess.

[Online Tutoring](https://www.cocc.edu/departments/tutoring-and-testing/tutoring/online-tutoring.aspx) - Free online tutoring is currently offered to COCC Students through the Western eTutoring Consortium. COCC’s ‘in-person’ tutoring is available through Zoom and is accessible on the COCC Tutoring tab in Canvas.

[Disability Services](https://www.cocc.edu/departments/disability-services/) – If you need to request, modify, or cancel an accommodation visit the website for Services for Students with Disabilities.

[Using the (digital) Library](https://guides.cocc.edu/closures-resources) – A guide to navigating the massive amount of material available online through the COCC Barber Library