

COCC Syllabus Template

See also COCC Credit Course Syllabus Policy (approved Academic Affairs Committee [insert date]).

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 (If an independent accreditor requires that course outcomes, competencies or other standards are listed, 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: (Identify required technology here, and provide support contact) Example: This course will be delivered through Blackboard. To login the first time, use your student ID (820xxxxx) and password (default FLMMDDYY). For support view [self-help resources online \(https://www.cocc.edu/elearning/blackboard/bb-for-students/bb-for-students/\)](https://www.cocc.edu/elearning/blackboard/bb-for-students/bb-for-students/) 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 8th 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 th week	Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required
6pm, Wednesday of 10 th week	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 teaching fundamentals web site.](#))

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/degrees-classes/calendar/>) 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 (http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/).

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 Boyle Education Center, (541) 383-7583.

COCC Non-Discrimination Policy:

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of the Central Oregon Community College 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, veteran status or any other classes protected under Federal and State statutes in any education program, activities or employment. Persons having questions about equal opportunity and non-discrimination may contact Human Resources for referral to the appropriate personnel, 541-383-7236.

Student Insurance: (OPTIONAL: include if this is helpful for your course situation)

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage.

Physical Contact Statement: (OPTIONAL: Depending on the course content (e.g. Massage Therapy, Nursing) it may be advisable to include the following.)

Due to the nature of this course, students are advised that physical contact between the instructor and student, or student to student is required for some lab assignments (example, taking blood pressure, taking pulse, etc.) If you have concerns about these requirements, you are encouraged to discuss these with the instructor prior to the next class session to determine if appropriate alternative assignments exist. If you do not think you will be able to participate to the extent required by the course, you are encouraged to drop the course within the appropriate deadlines in order to obtain a refund.

COCC Services (Optional)

See [insert web page] for a menu of COCC services you can include on your syllabus if appropriate.

Safe Zones at COCC

Safe Zones are confidential and safe environments for lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals. The Safe Zone symbol displayed around the campus identifies individuals who are compassionate, understanding, and committed to helping create an open and accepting environment for all on the COCC and OSU-Cascades campuses. Safe Zone volunteers can be identified on campus by the Safe Zone logo posted on or near an office door. For more information and a list of volunteers, see the Safe Zone web page at <http://www.cocc.edu/multicultural/safe-zone-training/>



Counseling services for students

Feeling a little bit stressed or discouraged? Personal issues distracting you from your learning? COCC contracts with St. Charles Hospital to provide free, confidential, personal counseling on the Bend campus for any student who needs it. These sessions are with licensed, professional counselors. Call the CAP center to make an appointment 541-383-7200.

Principles of Community

The students, faculty, staff, and administrators at COCC comprise a Community of Learners. This community supports one another by practicing personal and academic integrity, respecting the dignity of all persons, promoting empathy and understanding, respecting the rights and property of others, and promoting a healthy and safe learning environment. By collectively living these principles, we create the greatest opportunity for personal and academic excellence. For more information, please visit <http://www.cocc.edu/general-procedures-manual/student/principles-of-community-at-central-oregon-community-college/>.