



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, phone and/or email; Recommended: directory page)

Course Description:

(Insert the [catalog course description](#), included stated prerequisites, corequisites, or recommended preparation. **Do not change or modify the course description in your syllabus.**)

Student Learning Outcomes:

Course Learning Outcomes: (Insert approved course learning outcomes here. These four to eight outcomes describe skills students can demonstrate at the end of the term. The outcomes should be the same for all courses of the same number and are located [in the catalog in course outlines.](#))

Program Learning 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 career and technical education courses that align with program learning outcomes, please include the CTE program learning 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:

(Identify required technology here, and provide support contact)

Example: This course will be delivered through COCC's learning management system (LMS), [Canvas](#). The policies and statements for the LMS are available online on [COCC Technology Skills and Requirements page](#).

Technology Assistance

- For Canvas assistance, contact 24/7 Canvas support by [live chat](#), or Support Hotline 541-508-7271.
- For online course assistance, check out our [Self Help Resources page](#)
- For technology support (login, password reset, user name, etc.), visit our [Student Technical Support page](#)
- Technology lending, visit our [Library Technology Lending page](#)

For individual assistance, visit one of the Computer Labs, email techhelp@cocc.edu, or call 541-383-7716.

Course Topics:

(OPTIONAL-Include proposed schedule or weekly plan)

Due dates of Major Graded Work:

(To help students plan, include due dates for exams, essays, projects, etc.)

Final Exam Date and Time:

(Insert 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 the [Academic Calendar – Important Dates by Term](#) or insert dates here. **Note that the table below only applies to full term courses and should be removed from syllabi for part-of-term courses.**

Enrollment Deadline	Deadline information
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 7th 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 [teaching fundamentals website](#).)

Information about the final exam schedule, policies for rescheduling final exams, and final exam policies can be found 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 (<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, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, 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, hr@cocc.edu.

Title IX Statement:

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff and students to realize their full potential. To assist in this, the COCC adheres to federal Title IX and State of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment incident are encouraged to contact the College's Title IX Coordinator, 541.383.7211, or to file an [incident report](#).

COCC Services (Optional):

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