# 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:*

***IN-PERSON*** *- This class will have all course material delivered in person. Students will attend class at a specified location at specified times.****REMOTE*** *- This class will have all course material delivered remotely. Students will attend class sessions remotely at specified times.****HYBRID*** *- This class will have some of the course material delivered virtually. Students will also attend class at specified time, either remotely or in-person.****ONLINE*** *- This class will have all course material delivered virtually with no requirements for a student to attend class at a specified time.*

### 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 Blackboard? Will you post pre-recorded lectures in Blackboard?*

### Learning Material

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

### Assignments

*How will you collect student work during this time? Blackboard? 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 Client for Meetings* app on the computer or devices you plan to use for school. [Visit Zoom’s website to download](https://zoom.us/download) the client for your devices.

**Computer Labs** – As of this writing, beginning Monday April 20th, Redmond Building 3 Computer Lab will be open, and RTEC will be closed. Library, RTEC, and BEC Computer Labs are Closed. 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](mailto:feedback365@cocc.edu) or call the Student Help Line at 541-383-7716. Blackboard and eLearning support can be reached at [elearning@cocc.edu](mailto:elearning@cocc.edu).

**Blackboard Tools and Resources** – if you’re new to using Blackboard for your classes, please visit the [eLearning Student Resources page](https://www.cocc.edu/departments/elearning/student-online-resources/default.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](mailto:jforbess@cocc.edu?subject=writing%20center%20appointment). For Spring term, the writing center is set up to meet with students via their Zoom room, which is available at <https://cocc.zoom.us/my/coccwritingcenter>

[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 Blackboard.

[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