[Course Name] Syllabus

[Semester/Term and Year]

[Course Prefix and Section Number]

[Division Name and Location]

# Instructor Information

|  |  |  |
| --- | --- | --- |
| Instructor | Email | Office Location & Hours |
| [Instructor Name]**Phone** [Instructor Phone Number] | [Email address] | [Location, Hours, Days] |

# General Information

## Course Catalog Description

[To replace the placeholder text on this page, just select a line of text and start typing. Insert the course’s catalog description here.]

## Course Competencies/Learning Objectives

[Insert course competencies here.]

# Course Materials

## Required Materials

[Include a list of required materials here.]

## Optional Materials

[Add any optional materials here.]

## Required Text(s)

**[Item Name 1]** [Media Type 1], [Author Name 1]

**[Item Name 2]** [Media Type 2], [Author Name 2]

# Instructor Policies and Procedures

## Attendance Policy

[Insert attendance policy here.]

## Late Grade Policy

[Insert late grade policy here.]

## Timely Communication Statement

[Insert timely communication statement here about how quickly you will respond to emails/contact from students.]

## Grading Time Statement

[Insert grading time statement here about how long it will take to return grades on average.]

## Other Policies

[Optional: Insert any other instructor policies here.]

# Course Schedule

| Week | Topic | Reading | Exercises |
| --- | --- | --- | --- |
| [Week 1] | [Topic 1] | [Reference 1] | [Exercise 1] |
| [Week 2] | [Topic 2] | [Reference 2] | [Exercise 2] |
| [Week 3] | [Topic 3] | [Reference 3] | [Exercise 3] |
| [Week 4] | [Topic 4] | [Reference 4] | [Exercise 4] |

# Exam Schedule

| Date | Subject |
| --- | --- |
| [Date 1] | [Subject 1] |
| [Date 2] | [Subject 2] |
| [Date 3] | [Subject 3] |

# Course Grading Criteria

A (4.0 GPA) 90 - 100% average on all assignments and exams

B (3.0 GPA) 80 - 89% average on all assignments and exams

C (2.0 GPA) 70 - 79% average on all assignments and exams

D (1.0 GPA) 60 - 69% average on all assignments and exams

F 0 - 59% average on all assignments and exams

For grades of AW, W, and I refer to the college catalog for information and how they might affect eligibility for financial aid, etc.

# Accommodations Statement

Oklahoma City Community College complies with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request by contacting the office of Student Accessibility and Support located on the first floor of the main building near SEM entry 3 or by calling 405-682-7520. All academic adjustments/ accommodations must be approved by Student Accessibility and Support.

If you have been approved by Student Accessibility and Support to receive academic adjustments/accommodations you will receive an email from them with your approved accommodations attached.  You should forward that email to me so I will know what is authorized and then you must talk with me either after class or during my office hours. This will allow me to be better informed on how to assist you with access during the semester. To respect your privacy I will not approach you, but the academic adjustments/accommodations must be discussed to ensure ideal implementation for you. All information will remain confidential.

# Pregnancy and Parenting Statement

Oklahoma City Community College does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of parenting, such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. For the purpose of this policy Caretaking is defined as a person providing for the needs of a child and Parenting is defined as the raising of a child by the child’s parents in the reasonably immediate post- partum period.

Oklahoma City Community College has a new policy (Policy 1013) with procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents. Students are encouraged to work with their faculty members and OCCC’s support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. If you should need assistance you can contact the Equity and Compliance Coordinator, Kimberly Rundell, at Kimberly.m.rundell@occc.edu or 405-682-7850.

You can learn more about Reasonable Accommodation of Students Affected by Pregnancy, Childbirth, or Related Conditions and Authorization for Modified Academic Responsibilities Policy for Parenting Students at:

<https://www.occc.edu/wp-content/legacy/policy/pdf/1013.pdf>

# **Title IX**

The Equity and Compliance Coordinator will assist with Title IX policy and procedures as needed. If you should need assistance you can contact the Equity and Compliance Coordinator, Kimberly Rundell, at Kimberly.m.rundell@occc.edu or 405-682-7850. You can also contact the Title IX Coordinator, Regina Switzer, at rswitzer@occc.edu or 405-682-7890.

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