[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.

**Future Semesters Starting Fall 2024**

**Course Registration:**  For enrollment in the Fall 2024 semester and beyond, students will need to provide the College with a plan for payment. Several options are available, but the **best advice is to sign up for a monthly payment plan at the time of registration**. If there is no plan on file, at different intervals during the registration period, students will be **withdrawn from their courses** prior to the beginning of the term. Upon re-enrollment, students will be at the end of any waitlist. Concurrent students will be exempt from withdrawal and not removed from any courses, but it is strongly recommended that they set up a payment plan for any anticipated remaining balances.

**Course Attendance:**  If students do not attend a course from the beginning, they will be **withdrawn from the class and charged $100.00 for each course**. Your faculty member will give you specific details about what constitutes attendance.

For more information about these policy changes, payment plan options, dates for withdrawal for not providing a plan for payment, and any charges, please visit the Bursar Office: <https://www.occc.edu/bursar/>.

**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 speak with me either in person, via email, or phone about your accommodations. 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**  
  
In alignment with Title IX of the Education Amendments of 1972, Oklahoma City Community College (OCCC) provides reasonable accommodations to students who are new parents, pregnant, recently experienced childbirth, and/or have medical needs related to childbirth (such as, false pregnancy, termination of pregnancy, or recovery, etc.). Pregnant and parenting students may request accommodations or adjustments by completing the new [*Parenting and Pregnancy Accommodations and Adjustments Request Form*](https://cm.maxient.com/reportingform.php?OklahomaCityCC&layout_id=13)*.* Students may also work directly with their instructors, departments, or supervisors for minor adjustments. Additionally, no student should be discriminated against or excluded from an educational program or activity due to their pregnancy or parenting status. If any student has questions, needs assistance with pregnancy-related accommodations/adjustments request, or wishes to file a complaint, please contact the Title IX Coordinator, Dr. Carolyn I. Eastlin by email at [report@occc.edu](mailto:report@occc.edu) or by phone at 405-682-7850. For additional information, please see [OCCC No. 1013 Pregnancy and Parenting Policy](https://www.occc.edu/wp-content/legacy/policy/pdf/1013.pdf).  
  
**Title IX**   
  
Oklahoma City Community College (OCCC) is committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support, and report incidents of sexual misconduct to the Office of Institutional Equity. If you should need assistance, please contact the Title IX Coordinator, Dr. Carolyn Eastlin at [report@occc.edu](mailto:report@occc.edu).

**Copyright**

Lectures and course materials in this course, including presentations, tests, exams, outlines, and similar materials, are protected by United States copyright law (Title 17, US Code).  During this course, students are encouraged to take notes and download course materials for their own educational use.  Students are prohibited from disseminating copyrighted course materials to any other person or entity, other than sharing them directly with another student enrolled in the course for purposes of studying, without prior written permission from the course instructor.

**Micro-credential (if applicable)**

This course is part of the requirements needed to earn a micro-credential. A micro-credential is a short-term credential comprised of non-credit activities or projects, and/or up to 9 hours of credit bearing courses that provide specific career-related critical skills, competencies, and knowledge useful in the workplace. Once you have completed the requirements for the micro-credential, you will receive an email recognizing your achievement and asking you to log in to Credly <https://www.credly.com/> to accept your digital badge. You can then share your digital badge confirming your achievement through social media, resumés, or job applications. More information about OCCC’s available micro-credentials can be found here: <https://www.occc.edu/micro-credentials/>.