

**\*Items in RED need to be entered by instructor or deleted prior to finalizing for face-to-face class\***  
All Sections Required unless noted as optional.

**Clovis Community College**  
**COURSE TITLE COURSE NUMBER/SECTION #**  
**Semester, Year**

**\*This template is for FACE-TO-FACE courses (beginning Fall 2018)\***

**INSTRUCTOR:** Your name  
**OFFICE:** Your office and Phase Office if you have one  
**OFFICE PHONE:** Your office phone and / or your Phase Office  
**MESSAGE PHONE:** (Listing of your home phone is optional)  
**OFFICE HOURS:** If any are required (Part-time instructors are not required to keep office hours.)  
**E-MAIL:** (firstname.lastname@clovis.edu) You can also request that students communicate with you through the inbox feature of Canvas  
**TEXT:** The name and ISBN of all texts required for your course. Optional texts may be listed here as well.

**MATERIALS REQUIRED:**

Any additional tools, art supplies, computer supplies or other materials required for successful completion of your class. Some educational support programs will reimburse the student for these items, but only if they are listed in the syllabus as required materials.

**COURSE DESCRIPTION:**

Include the description from the current year's catalog AND any additional info that expands on that description (if applicable).

**COURSE OBJECTIVES:**

List 6-10 objectives indicating key skills or concepts the student is expected to gain as a result of successful completion of the course. Check with your chair or program coordinator to determine whether a common list of course objectives has been developed for your course. The division chair must approve all objectives to ensure continuity with any state-level requirements.

**ATTENDANCE REQUIREMENTS:**

Attendance is required at all sessions in each course. When circumstances make attendance impossible, you should notify the instructor of your absence. You are responsible for making sure you are caught up with the class lectures and assignments, so you're able to attend the next class session prepared.

**WITHDRAW:**

If you are unable to attend the required sessions or complete the assignments and quizzes/tests successfully for a course, you should withdraw from the class after you have spoken with your instructor and academic advisor. **Instructors do not withdraw students.** Dual credit students must contact their high school counselor.

**STUDENT EMAIL:**

(Since CCC issues student email accounts, please indicate how email will be used in your course. Also, specify your requirements concerning communicating via email about your course.)

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**CANVAS SHELL:**

Since all courses have a Canvas shell and all faculty are required at a minimum to maintain a gradebook in Canvas, indicate how the Canvas shell will be used in your course. This can include supplemental information that will be provided for students, information on submitting assignments, HelpDesk information, etc.

**TECHNOLOGY REQUIREMENTS:**

Canvas is designed for maximum compatibility and minimal requirements. It is recommended to use a computer that is 5 years old or newer. Please [click here](#) to see basic computer specifications for Canvas.

**COMPUTERS ON CAMPUS:**

Computers for student use are available on campus in the [Center for Student Success](#) (Room 171) or the [Library](#). Staff will not instruct and/or tutor students regarding assignments. When in doubt, CONTACT YOUR INSTRUCTOR. Students needing tutoring assistance should go to the [Tutoring Center](#) (Room 415A).

**STARFISH:**

Clovis Community College uses **Starfish Early Alert** as a communication tool between students, faculty and campus support services. Throughout the term, you may receive emails in your CCC email account from Starfish regarding your course grades or academic performance. These emails are intended to help you be successful in your CCC courses. Please open the emails and follow the recommendations. Additionally, to make sure you are receiving the support you need, your instructor or your advisor may ask to meet with you to discuss your course progress or refer you to a campus service.

To access Starfish, log into Canvas and click the Starfish link. To learn more about Starfish, visit “Starfish for Students” at <http://www.clovis.edu/students/starfish.aspx> . If you need assistance with Starfish, email the help desk at [helpdesk@clovis.edu](mailto:helpdesk@clovis.edu).

**MAKE-UP WORK:**

Indicate your policy on make-up work.

For example

“Students may make-up one exam and arrangements must be made in advance” Or “No make-up work is available for this course but I will drop your lowest exam score.”

**GRADING POLICY:**

Grades in this course will be based on the following:

(Instructors: Indicate the basis upon which grades will be calculated. Should you alter this system during the semester, students should be given a syllabus amendment in writing.)

**ASSIGNMENTS: POINTS /PERCENT OF COURSE GRADE:**

Assignment name	Point Value / Percent of course
Assignment name	Point Value / Percent of course

Updated: 1/16/2018

Examples

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Assignment name	Point Value / Percent of course
Exam name	Point Value / Percent of course

**GRADING SCALE:** Student final grades are based on overall performance in class.

900-1000 points	A
800-899 points	B
700-799 points	C
600-699 points	D
599 and below	F

**EXTRA CREDIT (Optional Section):**

Indicate your policy on extra credit. For example, "Extra credit is not available for this course."

**LATE WORK (Optional Section):**

Indicate your policy on late work and indicate when something will be marked "late."

For example:

"Items turned in after 11:59 pm MST are marked "late" and will be penalized 10%." Or, "Items will not be accepted after 11:59 pm MST on the due date."

**QUALIFIED STUDENTS WITH DISABILITIES:**

Qualified students who have a disability that may require some special arrangements in order to meet course requirements should contact the Special Services Office (769-4099) in the Dr. H. A. Miller Student Services Center as soon as possible to ensure that their needs are appropriately met. In an effort to ensure students have the support necessary to be successful, Clovis Community College has an Early Alert Referral Program through Starfish. Instructors may make a referral for students that could benefit from additional support outside the classroom. Students may also request a referral.

**COPYRIGHT:**

It is the policy of Clovis Community College to respect the right of those who create and publish intellectual property in the form of printed matter, film, video, audio recordings, computer software and the like. The items posted on the website for this course are copyright by the Publisher and by CCC. No student has the right to use the material for any means other than originally intended. CCC respects copyright laws and insists that its faculty, staff and students do likewise. Students should not distribute email document attachments or post information on any CCC site containing copyrighted material unless the right to do so has been granted by the copyright holder.

**EMERGENCY ALERT:**

In case of campus closure, a recording will be placed on the switchboard (575-769-2811) and the CCC website ([www.clovis.edu](http://www.clovis.edu)) to announce the cancellation of classes or closure of the college. You may sign up for text and email alerts at [www.clovis.edu/getrave](http://www.clovis.edu/getrave).

**ACADEMIC DISHONESTY:**

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Academic dishonesty includes plagiarism and other forms of cheating behavior as described in the college catalog. Academic dishonesty is unacceptable at Clovis Community College and in this course. Students committing acts of academic dishonesty shall be penalized by the assignment of lowered or failing grades on assignments and/or for the entire course, depending upon the instructor's evaluation of the severity of the dishonest act. Consult the [college catalog](#) for more information on the institutional policy on academic integrity.

**TECHNICAL SUPPORT:**

CCC Help Desk (Room 119) support is available by emailing [helpdesk@clovis.edu](mailto:helpdesk@clovis.edu) or by calling 575-769-4969. Be sure to visit the [Canvas Student Orientation](#) site if you need help navigating our online classroom. You may also find answers to common questions / problems on [Canvas FAQs](#). To see the Help Desk hours of operation, please visit <http://www.clovis.edu/helpdesk/>.

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### COURSE SCHEDULE / CALENDAR

**Calendars are REQUIRED for all syllabi. Please update dates each semester Reminder: If your course requires a proctor, please specify the deadlines for students to submit the proctor information.**

Date / Week #	Week # / Module #	Reading Assignment / Lab Assignment / Quiz / Exam	Homework
Jan 17-22	1	Chapter 1	Chapter 1 Reading Q's
Jan 23- 29	2	Chapter 2 <b>Quiz 1</b>	Chapter 2 Reading Q's
Jan 30 – Feb 5	3	Chapter 3	Chapter 3 Reading Q's
Feb 6-12	4	Chapter 4 <b>Exam I</b>	<b>Exam I Due: Feb 12 by 11:59 pm MST</b>
Feb 13-19	5	Chapter 5	Chapter 5 Reading Q's
Feb 20-26	6	Chapter 6	Chapter 6 Reading Q's
Feb 27-Mar 4	7	Chapter 7 <b>Quiz 2</b>	Chapter 7 Reading Q's
Mar 5-11	8	Chapter 8 <b>Exam II</b>	Chapter 8 Reading Q's <b>Exam III Due: Mar 11 by 11:59 pm MST</b>
Mar 12 – 18	9	Chapter 9	Chapter 9 Reading Q's
Mar 19 – 25	10	Chapter 10 <b>Quiz 3</b>	Chapter 10 Reading Q's
Mar 26 – Apr 1	11	Chapter 11	Chapter 11 Reading Q's
Apr 9 - 15	12	Chapter 12 <b>Exam III</b>	<b>Exam III Due: Apr 15 by 11:59 pm MST</b>
Apr 16 – 22	13	Chapter 13	Chapter 13 Reading Q's
Apr 23 – 29	14	Chapter 14	Chapter 14 Reading Q's
Apr 30 - May 6	15	Chapter 15	Chapter 15 Reading Q's
May 7-9	16	<b>FINAL EXAM</b>	<b>Final Exam Due: May 3 by 11:59 pm MST</b>

You may provide additional information in the syllabus as you desire. However, these are the basic elements which are expected. The student should be able to depend on the syllabus as a reliable guide to your expectations for the course.