

Items in RED need to be entered by instructor or deleted prior to posting to ONLINE class

All Sections Required unless noted as optional.

Clovis Community College

COURSE TITLE COURSE NUMBER/SECTION #

Semester, Year

This template is for ONLINE courses (updated 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 phone
HOME 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) Students are usually told to use the online classroom email system
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.

INSTRUCTOR AVAILABILITY & CONTACT INFO:

Instructors should list their office hours and availability for the online course. FACCC approved the following Online Communication Policy: "All online faculty will check and respond to all mail messages at least four times a week, Sunday through Saturday, with no more than 72 hours between checking the system."

COURSE DESCRIPTION:

Include the description from the current year's catalogue 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.

ONLINE COURSE GUIDELINES:

To see the latest guidelines for all online courses, please see the [Online Course Guidelines](#) located within your Canvas course.

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SUBMITTING ASSIGNMENTS:

Tell your students how and when to submit assignments.

For example:

All assignments must be submitted in the online classroom. Pay close attention to due dates. Please note that all online course messages and submissions are automatically date and time stamped using MST. Make sure you know what time it is at your house when it is 11:59 PM in Clovis, NM. Spread the assignments out over the week so you are not overwhelmed. It is easy to find yourself behind if you delay completing all the weekly items until the weekend.

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
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.”

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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 Quiz 1	Chapter 2 Reading Q's
Jan 30 – Feb 5	3	Chapter 3	Chapter 3 Reading Q's
Feb 6-12	4	Chapter 4 Exam I	Exam I Due: Feb 12 by 11:59 pm MST
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 Quiz 2	Chapter 7 Reading Q's
Mar 5-11	8	Chapter 8 Exam II	Chapter 8 Reading Q's Exam III Due: Mar 11 by 11:59 pm MST
Mar 12 – 18	9	Chapter 9	Chapter 9 Reading Q's
Mar 19 – 25	10	Chapter 10 Quiz 3	Chapter 10 Reading Q's
Mar 26 – Apr 1	11	Chapter 11	Chapter 11 Reading Q's
Apr 9 - 15	12	Chapter 12 Exam III	Exam III Due: Apr 15 by 11:59 pm MST
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	FINAL EXAM	Final Exam Due: May 3 by 11:59 pm MST

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.