



Syllabus Content Checklist

Syllabi should be designed and formatted for readability, including effective use of bold type, headings, and font. Submit a copy of your syllabi to the Instructional Services office prior to the start of each term.

I. Introductory Information

Required

- college name and address
- course information
 - course title
 - course number
 - number of credits
 - Course Reference Number (CRN)
 - term and year
 - meeting times and location
- instructor information
 - name
 - office location and/or availability
 - contact information (phone ext., email address)

Optional Elements

- directions to class
- time/day instructor checks messages

II. Course Description, Pre-Requisites, & Course Content

Required

- course description (from CCOG)
- course pre-requisites, if any
- learning outcomes for the course (from CCOG)

Optional Elements

- skills & competencies that students will develop

III. Instructional Materials, Resources

Required

- required textbooks
- optional textbooks, if applicable
- resources reserved in the library, if applicable
- supply, software, or equipment lists, if applicable

Optional Elements

- supplemental reading list
- campus resources: tutoring, technical support availability, labs, student services, ASPCC
- link to Moodle shell

IV. Classroom Expectations & Policies

Required

- attendance, absences, & tardiness expectations
- missed assignments/exams & 'make-up' policy
- CGCC policy statements including safety policy if applicable – see page 3

Optional Elements

- personal teaching philosophy
- clear guidelines for testing & student work (i.e. open book, student collaboration, tardiness)
- class ground rules for maintaining a positive learning environment

V. Assessment and Grading

Required

- types of graded activities (how learning will be assessed)
- what criteria or standards will be used to grade assignments
- specific weighting of assignments toward the final grade
- description of major assignments and activities (projects, essays, exams, etc.)
- tentative schedule including due dates

Optional Elements

- scoring guidelines (rubric, portfolio, etc.)
- specific assignment guidelines
- links between learning activities and intended outcomes for the course
- style manual to use for assignments
- extra credit policy, if any

Required Policy Statements

Academic Honesty – Plagiarism/Cheating Statement:

Students are expected to be honest and ethical in their academic work. Academic dishonesty includes cheating and plagiarism. All work submitted in this course is to be your own new, original work written in response to the assignments. Consciously or unknowingly presenting the ideas or writings of others as your own will result in academic sanctions that may include a grade of F for the assignment or for the class and possible institutional sanctions including suspension or expulsion. See the Code of Student Conduct and the Students Rights and Responsibilities policy for further information.

ADA Statement:

Individuals needing accommodation under ADA should contact Shayna Dahl, Advisor, Disability Resources at 541-506-6046, or the Event Coordinator, in a timely manner. 711 Relay.

Discrimination Statement:

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Flexibility Statement:

The course content and requirements may be adjusted in response to institutional, weather, or class situations as needed, with adequate notice to students.

Alternative Assignment Statement:

Requests for accommodations must be made during the first week of the course by submitting in writing the dates of observances. (Use form 'CGCC Request for Accommodation for Religious Observance').

Safety Statement: (As applicable)

Instructors of classes in which safety training is necessary, such as science labs, art classes, health occupations classes, and construction classes, should include safety- training statements within their syllabi.

Diversity, Equity and Inclusivity Statement:

Columbia Gorge Community College is dedicated to building and fostering a global, positive learning environment where individual differences are welcomed, appreciated, and respected. CGCC respects the expression of diverse perspectives, abilities, interests and backgrounds, understanding that these will strengthen our ability to collaborate effectively and to solve complex challenges. The college provides equal access to and opportunity in our academic programs and facilities.