



## (Course Number) SYLLABUS - (Term &Year)

### (Course Title)

[https://www.cgcc.edu/sites/default/files/website/documents/Syllabus Template-2018.alt tag.docx](https://www.cgcc.edu/sites/default/files/website/documents/Syllabus%20Template-2018.alt%20tag.docx)

Instructor:

Course Reference Number: (Refer to Current Term Schedule)

Credits:

Meeting times and Location:

Contact Information:

(Instructor Name)

Office Hours:

Phone Number:

College E-mail:

#### **Textbooks and Materials**

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

#### **Course Description**

(Insert Course Description from <https://www.cgcc.edu/ccogs>)

#### **Intended Outcomes for the Course**

(Insert Intended Outcomes for the Course from <https://www.cgcc.edu/ccogs>)

#### **Core Learning Outcomes (General Education Courses Only)**

Through their respective disciplines, CGCC students who earn a degree can:

1. communicate effectively using appropriate reading, writing, listening, and speaking skills. (*Communication*)
2. creatively solve problems by using relevant methods of research, personal reflection, reasoning, and evaluation of information. (*Critical thinking and Problem-Solving*)
3. extract, interpret, evaluate, communicate, and apply quantitative information and methods to solve problems, evaluate claims, and support decisions in their academic, professional and private lives. (*Quantitative Literacy*)
4. use an understanding of cultural differences to constructively address issues that arise in the workplace and community. (*Cultural Awareness*)
5. recognize the consequences of human activity upon our social and natural world. (*Community and Environmental Responsibility*)

(Insert the applicable major/minor designated core learning outcome(s) for your course from <https://www.cgcc.edu/ccogs>)

(If any questions, please contact Instructional Services.)

#### **Classroom Expectations**

- Teacher expectations
- attendance, absences, & tardiness expectations
- missed assignments/exams & 'make-up' policy

**Evaluation and Grading**

- types of graded activities (how learning will be assessed)
- the 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.)
- grading scale

**Tentative Activity/Assignment Schedule**

Week	Weekly Schedule	Note
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		

Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		

**(You must attach the following Policy Statements Sheet.)**

# 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 [Student Handbook](https://www.cgcc.edu/students). <https://www.cgcc.edu/students>.

## **ADA Statement:**

CGCC is committed to providing support to students with disabilities. Students requesting assistance related to a disability should contact the Student Support Services Coordinator at (541) 506-6046 or by email at [sdahl@cgcc.edu](mailto:sdahl@cgcc.edu) as early in the term as possible for information and assistance regarding accommodations. 711 Relay. For more information, visit [www.cgcc.edu/disability](http://www.cgcc.edu/disability).

## **Non-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.

## **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.

## **Student Support Services Available:**

If you or a fellow student do not have reliable access to food or other essential needs, or if personal concerns are interfering with success, there are resources and counseling services available through CGCC's Support Services. For information, please contact Shayna Dahl at 541-506-6046; [sdahl@cgcc.edu](mailto:sdahl@cgcc.edu), or visit [www.cgcc.edu/support](http://www.cgcc.edu/support).