Recommended Syllabus Components

# Course Title

Course Code

Credit Hours:

Semester and Year:

# Instructor Name

Class location information (Room #, meeting time, etc.)

Email: (CCRI email)

Office: (Campus location, room number)

Office Phone: (other phone numbers)

Office Hours (including virtual hours):

Departmental Secretary: (Name, Phone number and Email)

# Course Description

(Course prerequisites if any)

Course Delivery Mode (hybrid, online, blended)

# Expectations for the Online Environment

Attendance (verification of enrollment)

Class participation

Conduct / netiquette

Special considerations specific to course (use of calculators, websites, etc.)

On-campus meeting requirements for online and hybrid courses

# Course Expectations

In addition to any specific expectations you wish to highlight, state that students are responsible for following the policies set forth in the [Student Handbook](http://www.ccri.edu/advising/new_students/student_handbook/index.html) and [College Catalog](http://www.ccri.edu/catalog/current/).

# Course Contract

Student responsibilities (reading, posting, submitting, communicating, backing up work)

Instructor responsibilities (response time for email; feedback on graded activity)

# Student Learning Outcomes

(As approved by the department and/or Curriculum Committee)

# Required textbooks and materials

(include ISBN when available)

Recommended student materials

Access code information

Textbook materials on Library reserve and/or electronic resources

Statement about requirements for accessing computer, Internet, and specific hardware or software requirements if applicable

# Grading Scale and Policies (College Policy)

Assessment Criteria (For example, written and oral reports, tests, homework, lab reports, projects, etc.)

Policies on late or make-up work

Policy on incomplete grade

Academic integrity statement

# Services for Students with Disabilities

Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the office of Disability Services for Students as early in the semester as possible (http://www.ccri.edu/dss/index.shtml). The process for requesting accommodations in your online course is here.

# Calendar of Daily Course Topics

Schedule of course topics and assessments with due dates when possible.

**This syllabus is subject to change at any time at the discretion of the instructor. Students are responsible for keeping current with changes made to this syllabus.**