

Course Title

Course Prefix, Number, and Section

Enter Quarter and Year

Instructor:	Faculty Name	Phone:	Phone Number
Office Location and Hours:	Office Location and Office Hours	Email:	OCCC Email Address
Class Dates, Days and Times:		Class Location:	Class Location
Drop Period:	See the 2018 – 2019 Academic Calendar Please be specific if your course is less than term length or if special conditions apply. Include the text: “Be aware that dropping/withdrawing from a course may affect your financial aid”		
Withdrawal Dates:	See the 2018 – 2019 Academic Calendar Be specific, if your course is less than term length or if special conditions apply. (Be aware that dropping/withdrawing a course may affect your financial aid)		
Secondary Contact:	Enter direct supervisor contact information		
Learning Management System:	All courses are web-enhanced and all students are required to have access to CANVAS which can be accessed through myOCCC student accounts. All faculty must use CANVAS gradebook so that students can easily track their grades.		
Course Description:	You will find your Course Content and Outcome Guides at: https://www.pcc.edu/ccog/		
Course Outcomes:	You will find your Course Content and Outcome Guides at: https://www.pcc.edu/ccog/		
Materials/Equipment:	If additional materials are needed, note here. Otherwise, write “none”.		

Textbook Title, Author, and ISBN:	If this class has an OER component, note it here. If a textbook is used, provide all details including ISBN. Instructors can order their books at https://form.jotform.com/60495822352962
Other Resources:	If there are other resources required for student success in the class please list them here. Otherwise, write "none".

Grading Criteria and Scale: Enter criteria for performance evaluation here. Attach any rubric used for grading. Specify effect on grade, if any, for late work. Note: Grades will be entered in CANVAS so that students can easily track their grades.

Grading Scale
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 0% - 59%

Course Schedule: The following schedule is subject to change at the instructor's discretion to better accommodate student learning, course outcomes, and course flow. Changes will be announced promptly but may occur without prior notice.

Session	Required Reading/Assignments/Tests/Due Dates
1 Example: 8/23/2016	Read Chapter 1 for discussion; be prepared to discuss the effects of global warming on the polar ice cap. Take weekly quiz before Sunday...
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Policy on Mobile Communication Devices: Students are not permitted to operate cell phones or pagers during class or laboratory sessions, as these devices disrupt learning and teaching activities. Students should use such communication devices only during class breaks outside the classrooms. Discuss exceptions with Instructor.

Students Rights and Responsibilities: Students are required to comply with the Student Rights and Responsibilities in the Student Handbook.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act (ADA), Oregon Coast Community College provides reasonable accommodation to students with disabilities. If you desire reasonable accommodation, please contact The Office of the Dean of Students (400 SE College Way, Newport, OR 97366) at 541-867- 8501. *Students are responsible for requesting accommodations in a timely manner and documenting the nature and extent of their disability.*

Syllabus Changes: This syllabus serves only as a guide to this course. The instructor reserves the right to change any part of this syllabus at any time due to any variety of circumstances. Methods and criteria used to evaluate student performance may also change. If and when changes occur, students will be informed in writing. Students are responsible to keep informed of syllabus changes as they occur by attending and participating in class and communicating with the instructor.

Equal Opportunity: It is the policy of Oregon Coast Community College to comply with all federal and state rules and regulations pertaining to the civil rights of both employees and students. Oregon Coast Community College does not discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship. Inquiries regarding compliance and or grievance procedures may be directed to the following college officials: Nondiscrimination in employment (Human Resources, 541-867-8515) Nondiscrimination in the provisions of educational and related services (Office of Dean of Students 541-867-8501).

Non-Discrimination: The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act (“USERRA”), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Children on OCCC Property: Students are not allowed to bring children to classes or leave them unattended on campus. We expect compliance from both students and faculty regarding this policy.

Mission Statement: At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

Withdrawal Process: Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar. Beginning the second week, until the deadline published on the academic calendar each term, students may withdraw from classes. A mark of “W” will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

Attendance: Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student’s grade. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdrawal process. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees. Students may not attend classes they are not registered for.

Academic Integrity: Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty.

Violations of academic honesty include:

- Plagiarism
- Collusion/Inappropriate Assistance
- Cheating
- Fabrication/Falsification/Alteration
- Unauthorized Multiple Submission
- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

OCCC Email: OCCC email is the official form of communication of Oregon Coast Community College. To set up your student email account, follow these steps:

- 1) Go to portal.office.com
- 2) Use your student email to log in. It will be in the format `firstname.lastname###@oregoncoastcc.org` (the ###'s represents the last three digits of your student identification number)
- 3) Type in your temporary password, (you will be prompted to change it once you log in). Your temporary password is the first two letters of your first name (with the first letter capitalized), the first two letters of your last name (also with the first letter capitalized), then your birthday in the form of MMDDYYYY. So if Bob Bogus was born on March 1st, 1999 his password would be BoBo03011999.
- 4) Once logged in, you can access your email by clicking the email button.

Note: All students with an OCCC email account also have free access to Microsoft office suite downloads.

If you have any difficulties accessing your OCCC email address please contact support at student.email@oregoncoastcc.org

Emergency Funds: If you are experiencing challenges securing food, transportation, or housing, or have other financial issues that are affecting your ability to attend and succeed in class(es), we encourage you to apply for emergency funds. Please see Cindy Carlson, Dean of Students or Kimberly Jones, Enrollment Services Manager/Registrar, for assistance. If you are comfortable doing so, please let your instructor know about your situation. This will allow for a better understanding and could potentially lead to further support and/or resources.