

Copper Mountain College

Required Elements of the Syllabus

Your course syllabus should be the document a student can refer to for the expectations, policies, schedule, and other important details of the course. Consider it to be your contract with the student.

The syllabus should include:

- Required elements from the current class schedule, the Course Outline of Record (COR), and other required elements listed below.
- Optional elements (some suggestions are listed below, but you may include anything you believe will be useful in your students' success).

A syllabus template that can be used as a starting point is available on the Academic Senate webpage of the CMC website.

Every semester, you must give the Office of Academic Affairs a copy of the syllabus you are using for every class you teach. This is done by emailing the syllabus as an attachment to a message sent to syllabi@cmccd.edu. Include the course number (including section number) in the subject line of the email.

Please Note: The Course Outline of Record (COR) guarantees that the college is meeting the content standard set by the Chancellor's Office; the syllabus is the document that indicates *how* the standard will be met by a particular instructor. Thus, two or more instructors teaching the same course will have different syllabi, but there is only ONE COR for that course.

To view a Course Outline of Record (COR) without having to log into Curriqnet follow these instructions:

- 1) Click on the Curriqnet link on your Portal home page on the CMC website.
- 2) In the upper right of the Curriqnet window you'll see "Selections": For Curriculum Type, select "Course"; for Subjects select the discipline you want the COR for; for Status select "Active", then click the box labeled "Search".
- 3) Scroll to desired course and click "Reports" and select "Course Outline".

ITEM	Required Elements of the Syllabus
1	Name of the college.
2	Course number (code), title, and section number.
3	Prerequisites, corequisites, and/or advisories.
4	Date and time of meeting(s).
5	Location of class.
6	Name of instructor.
7	Office hours/contact information for instructor.
8	CMC phone number of instructor.
9	CMC e-mail address of instructor.
10	Course description.

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	At a minimum, the course description should match the college catalog; however, a paragraph or two about the specific content of the course is helpful for students.
11	Text(s), other required reading materials (author, title, date and edition, publisher, ISBN), and other required course materials.
12	Recommended supplementary texts, reading materials and course materials.
13	Student learning outcomes (SLOs) and how they will be assessed. The SLOs should be copied exactly as they appear on the currently active Course Outline of Record.
14	Calendar or schedule of class readings, topics, assignments, exams, etc.
15	Course policies for the following (as appropriate): <ul style="list-style-type: none">a) Attendance, lateness.b) Class participation: what constitutes good participation specifically, as well as how it will be assessed or graded.c) Missed exams or assignments.d) Lab safety/health concerns: Inform students that lab safety and health concerns will be important aspects of the course and detailed information regarding those issues will be discussed and/or distributed as needed.e) Academic integrity: cheating and plagiarism.f) Grading: how students will be evaluated; information about appeals procedures.g) Available support services (tutors, writing or math skills labs, etc.)h) Classroom etiquette (cell phones, civility expectations).
16	Student e-mail contact statement. Suggested wording: <i>For security and privacy, all e-mail contact between students and instructors must be done using the student and instructor's CMC e-mail accounts. If you need to contact the instructor via e-mail, be sure to use your CMC e-mail account that is accessible via the Portal on the CMC website. E-mail received from a non-CMC e-mail account cannot be responded to, other than to remind the sender to use their CMC student e-mail account.</i>

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17	<p>Students with disabilities statement:</p> <p><i>Students with disabilities, whether physical, learning or psychological, who believe that they may need accommodations in this class, are encouraged to contact ACCESS as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with ACCESS Staff to verify your eligibility for any classroom accommodations and for Academic assistance related to your disability. ACCESS is located in the Student Services building, in Phase III of the main college campus.</i></p>
18	<p>Equal opportunity statement:</p> <p><i>Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct or communication constituting sexual harassment.</i></p>
19	<p>Military/Veteran support statement:</p> <p><i>Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the instructor.</i></p>
20	<p>Classroom etiquette statement:</p> <p>The classroom for this course shall support and foster a civil, respectful, and open-minded climate so that students and the instructor can live and work in an environment free of harassment, bias-motivated behaviors, unfair treatment, and fear. By committing to working with our better selves, we can work, in all our communities, towards greater mutual understanding of the questions that guide our inquiries.</p> <p>Copper Mountain College expects all members of our community to refrain from actions or behaviors that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem based on traits related to ethnicity, country of origin, religion, gender identity/expression, sexual orientation, age, or physical or mental ability, including learning and/or developmental disabilities and past/present history of mental health concerns or other category protected by State or Federal law.</p>

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	Learning is most effective when the classroom is comfortable, challenging, and fun. As such, we as a group must cultivate mutual respect for ideas, the freedom/ability to speak in class, and a professional manner. Consequently, any form of disrespect geared towards anyone in this class or the instructor, inappropriate language, dishonesty, or disruptive activity will not be tolerated. Spirited engagement and exciting disagreement, however, are encouraged.
21	Disclaimer: include a notation that the syllabus is subject to change.

ITEM	Optional Elements of the Syllabus at CMC
1	Information about how students will be notified about their performance and grades.
2	Information about how student work will be returned to them and how long student work will be held by the instructor.
3	Include in the course calendar or schedule important dates for students such as: withdraw without transcript responsibility; drop dates; filing for intent to graduate; etc.
4	Suggestions for student success in the course.
5	Information about free tutoring and other services available in the Tutoring and Academic Support Center (TASC) located in the Library and online.
6	Additional Information for Veterans. Suggested wording: Your prior military service may count towards the credits needed to complete a degree and/or transfer to a four-year university.
7	Trigger Warning. You may wish to advise students that the class will be discussing or viewing material that will likely evoke emotion or controversy. Also state if the student may request alternative activities/assignments where, within professional criteria, an alternative is possible.
8	A statement that food is not allowed in the classroom. (This is a CMC District policy.)
9	General rules about assignments and homework.
10	Testing conditions such as using the restroom, calculator usage, etc.
11	CMC Faculty-Initiated Drop Policy. Suggested wording: In an effort to promote student success, the Academic Senate and the college administration has approved the implementation of an instructor-initiated Drop Policy. When a student has been absent from classes to such an extent that his or her success is at risk, the instructor has the option of dropping the student.

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	<p>If a student has missed 12.5% of the semester without notifying the instructor with a satisfactory explanation (unexcused absences), the student may be dropped by the instructor. Faculty may drop a student using this policy until the last day that students are allowed to drop a course. This faculty-initiated drop will result in a “W” appearing on the student’s transcript, and it is the student’s responsibility to learn how it affects financial aid and course repeatability.</p> <p>Students are responsible for their regular attendance in the courses in which they are enrolled and are responsible for notifying instructors when they are unable to attend class. Likewise, students are responsible for dropping a course they are no longer able to attend (do not rely on the instructor to drop you just because you have stopped attending).</p> <p>Prior to dropping a student, faculty are encouraged but are not required to make an attempt to contact students who are no longer attending class. If you have missed 5 classes and have not spoken to the instructor about it you should assume the instructor will drop you from the class.</p>
12	<p>Additional Information about Office Hours. Suggested Wording: My office hours are for your benefit to help you succeed in the course. My office hours are for you, the student, not for me. I am available during those hours not only to discuss the course, but to answer any questions you may have about <i>insert discipline and/or program</i> courses at the college, your field of study, and your transfer or career path.</p>
13	<p>State contingency plan in the event that an online class being held on ConferZoom or other meeting platform is disrupted due to technical problems.</p>

This document was approved by the Academic Senate 6 May 2021.