**ISP 160A**

**Course Syllabus Information and Sample**

The purpose of the class syllabus is to clearly describe the content and operation of the class so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

Every class section will have a syllabus written and distributed to each student.

Instructors may design their own syllabus format and add information unique to their area, but all syllabi will contain the following minimum information:

1. Instructor Information

Office Hours/Office Location

Telephone extension

Email address

1. Grading Methods & How Grades Are Determined

Attendance requirements and relation to grade

Tests scheduled and relation to grade

Assignments and relation to grade

Other student performance standards

Academic dishonesty rules

1. Course Information

Course title and number

Credits

Course meeting dates, times and location

Course description

Student learning outcomes

Required text or readings

Major topic outline or calendar

A statement that calendar and syllabus are subject to

revision (at the instructor’s discretion)

myClackamas (CougarTrax) /access to grades

Disability Resources information

1. Other Information

Safety information (campus and course, if applicable)

Civil discourse expectation

Learning Center information

Title IX information

Moodle information (if it is used in the class)

**Course Syllabus: Class 101-01 (Introduction to Classes), Winter 2017**

Instructor: Teach McKnowsalot Meetings: Day and Place Credits: 4

Office: Building 101 Office Phone: 503-594-5555

Office Hours: regular and listable **Email: teachm@clackamas.edu**

**Course Description:** Class 101 is a class that introduces students to the concepts of class. It is a prerequisite for all future classes in the subject of class.

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to:

1. name the primary components of college classes;
2. discuss the advantages of various class strategies.

**Required Text:** *Book for College, 5th edition*, by Writer O’Knowsthemost

All other reading materials and resources available through Moodle.

**Grading Method and Access to Grades:** You will receive a final grade between A and F. Your final course grade will be available at **myClackamas** one week after the end of the term.

**Required Assignments / Percentage of Final Grade**

**Attendance: 10%.** Attendance is one of the best predictors of success in a college class, and it is a required component of your grade. If you miss more than 2 class meetings, your grade will be affected, whether or not you have a valid excuse.

**Quizzes: 20%.** There will be a quiz on each chapter of our textbook.

**Papers: 40%.** You will research, draft, and revise two papers on the subject of class. Further assignment descriptions are available on Moodle.

**Midterm and Final Exam: 30%.** Using concepts from our textbook (and out quizzes), your midterm and final exam will be opportunities to demonstrate your cumulative knowledge of college class.

**POLICIES AND INFORMATIOON**

**Late Work:** Work handed in after the due date/time will lose 5 points for each day it is late. It will not be accepted after a week past the due date.

**Moodle:** I will use Moodle throughout the term for several purposes: some readings will be there, as will some assignments and lots of information. Moodle sometimes fails; this is not an excuse for you not having an assignment on the due date. If you have trouble accessing or using Moodle, contact Distance Learning (503-594-6310 or [online@clackamas.edu](mailto:online@clackamas.edu)).

**Academic Honesty:** All work for this class must be your own original work completed for this class. We will talk about correct source use and documentation; if you have any questions about the use of sources, please come and talk with me. Use of sources without documentation is considered plagiarism, and will result in an automatic grade of “F” for the class.

**The Learning Center:** We have fantastic tutors ready to assist with your writing (and other skills) in the Dye Learning Center. See link on our Moodle page for more information!

**Title IX** (**Equality in the Classroom):**  At CCC, we are dedicated to establishing and maintaining a safe and inclusive campus where all have equal access to the educational and employment opportunities that CCC offers. Title IX, a law passed in 1972, protects all people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX helps the college host an environment of sexual respect, safety and well-being, free from discrimination, sexual misconduct or assault, and harassment based on gender or sex. For more information, visit [https://www.clackamas.edu/sexualrespect](https://www.clackamas.edu/sexualrespect" \t "_blank), or email your Title IX Coordinator: [titleIX@clackamas.edu](mailto:titleIX@clackamas.edu" \t "_blank).

**Campus Safety:** This campus uses FlashAlert to inform students of safety concerns; sign up at this website: [www.flashalert.net/signup.html](http://www.flashalert.net/signup.html). If you have other concerns about safety, feel free to talk to me and/or to visit our Campus Safety Office online at <http://www.clackamas.edu/CampusSafety/>.

**Civil Discourse:** An academic environment depends on civil discourse. In class or online, students are expected to engage deeply and honestly with new and challenging ideas in a respectful manner, without personal attacks, insults, or other forms of incivility that would detract from the goals of learning and discussion.

**Access for Students with Disabilities:** If you are a student with a disability and you believe that your opportunities to be successful in this class are affected by that disability, please contact the CCC Disability Resource Center at 503-594-3181, online at [drc@clackamas.edu](mailto:drc@clackamas.edu?subject=From%20Website:%20Disability%20Support%20Services), or in CC 150. With their help, we will work together to accommodate your learning needs.

**Introduction to Classes Reading and Assignment Schedule**

This schedule subject to revision at instructor’s discretion. Changes would be announced via Moodle and your myClackamas email.

|  |  |  |  |
| --- | --- | --- | --- |
| W/Date | | Readings and Topics | Assignments |
| 1 |  | *Book for College* Chapter 1 |  |
| 2 |  | Chapter 2 | Paper 1 draft |
| 3 |  | Chapter 3 |  |
| 4 |  | Chapter 4 |  |
| 5 |  | Review for midterm | Paper 1 Revision |
| 6 |  | Midterm Exam |  |
| 7 |  | Chapter 5 |  |
| 8 |  | Chapter 6 | Paper 2 draft |
| 9 |  | Chapter 7 |  |
| 10 |  | Review for final | Paper 2 revision |

**Final Exam: at the scheduled time in our regular classroom**