Recommended Syllabus Components

Course Title, number, section #, credit hours (lecture, lab)

Semester and Year

Instructor Name

Instructor Contact Information:
- Class location information (Room #, meeting time, etc.)
- Email: (CCRI email)
- Office: (Campus location, room number)
- Office Phone: (other phone numbers)
- Office Hours:
- Departmental Secretary: (Name, Phone number and Email)

Course Description (Course prerequisites if any)

Course delivery mode (hybrid, online, or Bb enhanced)

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/student_services/handbook.html) and College Catalog (http://www.ccri.edu/catalog/)

Student Learning Outcomes (as approved by the department and/or Curriculum Committee)

Required textbooks and materials (include ISBN when available)
- Recommended student materials
- 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
- Academic integrity statement (plagiarism, use of cell phones/electronic devices)
Attendance policy
On-campus meeting requirements for online and hybrid courses

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

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).

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.