# Course Number, Course Title Syllabus

# College of the Sequoias

## Instructor Information

* Instructor name and title
* Instructor office address
* Instructor office telephone
* Instructor office hours
* Instructor COS e-mail address

**<If desired, you can insert a picture of yourself near your contact information. If you do use any images on your Syllabus, make sure you use Alt Text to give the image a textual description (for students using a screenreader to read your document).>**

## Course Information

* Course number and section
* Course Title
* Course Description
* Co-requisite or pre-requisite, if any
* Face-to-face class meeting days and times
* Class room number and building
* Virtual (online) meeting days and times, if any

## Course Overview and Goals

Insert Course Overview here

### Upon Completion of this Course, students will be able to:

* Insert goal and/or objectives
* Insert goal and/or objectives
* Insert goal and/or objectives

**<Tip: Insert items that are listed using a bulleted list or a numbered list so that they are easily navigable.>**

## Course Requirements

### Class Participation

Insert description

### Assignment 1

Insert description

### Assignment 2

Insert description

### Tests & Quizzes

Insert description

### Assigned Readings

Insert description

### Grading of Assignments

The grade for this course will be determined according to the following formula:

| **Assignments/Activities** | **% of Final Grade** |
| --- | --- |
| Example: Class participation | Example: 20% |
| Example: Quiz | Example: 20% |
| Example: Project1 | Example: 20% |
| Example: Project 2 | Example: 20% |
| Example: Test | Example: 20% |

**<Add Alt Text to Table: Right click on the above table, select ‘Table properties’, and then select the Alt text tab. Enter text in the description window to describe the intended meaning of the table. Create a simple structure for your table so that it can be easily read. Avoid blank rows, columns, & merged cells.>**

Letter Grades

Letter grades for the entire course will be assigned as follows:

| **Letter Grade** | **Points** | **Percent** |
| --- | --- | --- |
| A | 4.00 | Example: 92.5% and higher |
| A- | 3.67 | Example: 90.0 – 92.49% |
| B+ | 3.33 | Example: 87.5% - 89.99% |
| B | 3.00 | Example: 82.5% - 87.49% |
| B- | 2.67 | Example: 80% - 82.49% |
| C+ | 2.33 | Example: 77.5% - 79.99% |
| C | 2.00 | Example: 72.5% - 77.49% |
| C- | 1.67 | Example: 70% - 72.49% |
| D+ | 1.33 | Example: 67.5% - 69.99% |
| D | 1.00 | Example: 62.5% - 67.49 |
| D- | .67 | Example: 60% - 62.49% |
| F | .00 | Example: 59.99% and lower  |

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### View Grades

Example: Grades can be viewed on the Canvas Course Management System for this course.

## Course Schedule

### Topics and Assignments

| **Week/Date** | **Topic** | ****Reading**** | **Assignment Due** |
| --- | --- | --- | --- |
| Week 1, insert date | Insert topic  | Insert reading | Insert assignment |
| Week 2, insert date | Insert topic | Insert reading | Insert assignment |
| Week 3, insert date | Insert topic | Insert reading | Insert assignment |
| Week 4, insert date | Insert topic | Insert reading | Insert assignment |
| Week 5, insert date | Insert topic | Insert reading | Insert assignment |
| Week 6, insert date | Insert topic | Insert reading | Insert assignment |
| Week 7, insert date | Insert topic | Insert reading | Insert assignment |
| Week 8, insert date | Insert topic | Insert reading | Insert assignment |
| Week 9, insert date | Insert topic | Insert reading | Insert assignment |
| Week 10, insert date | Insert topic | Insert reading | Insert assignment |
| Week 11, insert date | Insert topic | Insert reading | Insert assignment |
| Week 12, insert date | Insert topic | Insert reading | Insert assignment |
| Week 13, insert date | Insert topic | Insert reading | Insert assignment |
| Week 14, insert date | Insert topic | Insert reading | Insert assignment |
| Week 15, insert date | Insert topic | Insert reading | Insert assignment |
| Week 16, insert date | Insert topic | Insert reading | Insert assignment |

**<Note: The 16 week period includes breaks, i.e. spring and Thanksgiving, and finals.>**

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### Tests and Quizzes

* Insert test name and date

## Course Materials

### Required Textbooks & Materials

* Insert textbook or material name
* Insert textbook or material name

### Optional Textbooks & Materials

* Insert optional textbook or material name
* Insert optional textbook or material name

### Resources

*(examples)*

* Access your course materials
	+ [Canvas](https://canvas.cos.edu) (https://canvas.cos.edu)
* Databases, journal articles, and more
	+ - [COS Library](http://www.cos.edu/Library) (http://www.cos.edu/Library)
* Receive Assistance with strengthening your writing
	+ - [COS Writing Center](https://cos.edu/en-us/library/writing-center) (https://cos.edu/en-us/library/writing-center)
* Student Technology Support
	+ - [Computer Services Helpdesk](https://cos.edu/en-us/student-support/tech-support) (https://cos.edu/en-us/student-support/tech-support)

**<Hyperlinks: Provide meaningful text for hyperlinks. Including both the descriptive link and the actual URL assures that students using both paper and electronic formats of your syllabus will be able to use the link.>**

## Course Policies

### Attendance and Tardiness

Example: Your attendance and participation is expected at all iterations of our class meetings and assures that you and your colleagues get the full benefit of taking this class. Your absence and/or coming late or leaving early is a detriment to yourself and to your colleagues. We need all of you here to have productive and meaningful discussions. If you are not in class or present online for any reason, you are responsible for finding out from another student what you missed.

### Late Assignment

Example: All assignments are to be turned in electronically by 11:59PM on the due date. Assignments turned in more than one class period late, without prior approval of the instructor will result in a grade no higher than a B.

### Incomplete Grade Policy

Example: Incomplete grades will be granted only in rare circumstances and require the approval of the instructor. Students who have not completed all the requirements prior to the last day of class will need to talk with the instructor about how this will be rectified.

### Academic Honesty/Plagiarism

Example: You are expected to do your own work and any form of academic dishonesty—plagiarism and cheating—is as unacceptable in this course as it is across the University and throughout higher education.  Plagiarism is defined in the Bulletin as “the unacknowledged use of another person's labor, another person's ideas, another person's words, and another person's assistance.”

**<Include your academic integrity statement here, such as the statement above.>**

### Student Disability Statement

Example: In an effort to maximize equity for all college students, confidential assistance and accommodations are provided for students with disabilities. Accommodations may include extended time on testing, testing in a distraction-reduced environment, access to audio books, audio recorders for recording lectures, sign language interpreters, individualized support, and more. You can call the Access & Ability Center at (559) 730 – 3805 or visit our office in North Sequoia, Room 10 (Visalia campus), the Hub (Hanford campus), or Student Services desk (Tulare campus) to find out more information regarding services for students with disabilities.

**<Include a disability disclosure statement, such as the statement above.>**

### Accessibility Statement (Recommended):

### This course is designed to maximize accessibility to the curriculum, assignments, and content. If any part of the class is not accessible to you (easy to use, obtain, or retrieve), please inform the instructor to discuss possible solutions and/or alternatives. ​

### Standards of Conduct

Note: Please refer to College of the Sequoias standards of conduct, accessed through SCCD B.P. 5500.

Recommended Statement. The College of the Sequoias policy on Standards of Conduct ([Board Policy 5500](http://www.cos.edu/About/Governance/Board/BoardPolicies/Documents/BP%205500%20-%20Standards%20of%20Conduct.pdf)) can be accessed online through http://www.cos.edu/About/Governance/Board/BoardPolicies/Documents/BP%205500%20-%20Standards%20of%20Conduct.pdf.

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