

SYLLABUS ELEMENTS - COURSE TITLE

1. INSTRUCTOR CONTACT INFORMATION AND STUDENT COMMUNICATION GUIDELINES

INSTRUCTOR'S NAME:

CCM Email:

CCM Phone:

Office: Building and Room Number

Department: Building, Room Number, and Phone

Office Hours (if applicable):

Tutoring Hours (if applicable): Building and Room Number

Clinical or Lab Hours (if applicable): Building and Room Number

All Email communication between students and faculty should be accomplished using CCM Faculty and CCM Student Email accounts. All CCM Faculty Email Addresses are listed in the Directory at the bottom of the CCM Web Site Home page at www.ccm.edu. Students can access their CCM Email accounts by clicking on the Student Email link at the center of the CCM Web Site Home page. Students, check your CCM Email regularly.

2. COURSE INFORMATION

Department:

Course Title:

Course Number and Section Number:

Semester and Year:

Credits:

Prerequisites:

Co-requisites:

CCM's Learning Management System: Blackboard

Course Modality:

Class Meeting Information: day(s), time(s), location/room(s)

Monitor TitansDirect for up-to-date information on class meeting information.

CCM CATALOG COURSE DESCRIPTION:

COURSE LEARNING OUTCOMES:

Upon the successful completion of this course student assessments will demonstrate competencies and measurable skills in the following areas:

COURSE MATERIALS (TEXT, SUPPLEMENTAL TEXT, OTHER REQUIRED SUPPLIES):

Title, Author, Edition and Date:

MINIMAL TECHNICAL REQUIREMENTS:

COURSE CONTENT OUTLINE: (a sample is provided at the end of document)

The Course Content Outline is tentative and subject to change.

3. GRADING INFORMATION

GRADING CRITERIA:

Examples

- *Graded Assessments (Quizzes, Tests, Exams, Homework, Assignments, Class Participation): Type, Weight, Guidelines, Due Dates, Policies for Late Work, etc.*
- *Review of Assessment Results*
- *Required Skills*
- *Clinical Performance*

GRADING SYSTEM STATEMENT:

A statement that covers all grading criteria and is specific enough to allow students to calculate their own grade.

4. POLICIES AND EXPECTATIONS

Visit *CCM Policies* on the left-hand panel of your Blackboard course shell(s) to become familiar with CCM Policies, Practices, and Resources.

STUDENT AND INSTRUCTOR EXPECTATIONS:

Examples

- Time Commitment
- Policies on Instructor Feedback, Instructor Email Response, and Late Work
- Minimal Technical Skills
- Netiquette

INSTRUCTOR'S CONDUCT POLICIES:

Examples

- *Turn off cell phones during class*
- *No food or drink are allowed in class*
- *Raise your hand and wait to be recognized*
- *Academic Integrity*

ATTENDANCE POLICY:

Indicate how absences, tardiness, and early departure will influence the final grade.

5. STUDENT SERVICES AND SUPPORTS

County College of Morris is committed to providing comprehensive services and activities that complement the learning process and maximize students' abilities to realize their educational and life goals. CCM Academic Support Services, Student Services, and Campus Services may be viewed by selecting *Student Services* on the left-hand panel of your Blackboard course shell(s).

STUDENTS SEEKING ACCESSIBILITY ACCOMMODATIONS:

Your experience in this class is important. It is the policy and practice of the County College of Morris to create inclusive and accessible learning environments consistent with federal and state law (www.ccm.edu/accessibility-services/). Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the

[Office of Accessibility Services](#). Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. Previous accommodations granted by other institutions will not automatically transfer. To register or learn about services, students may contact the [Office of Accessibility Services](#) at 973-328-5284 or aso@ccm.edu.

COURSE CONTENT OUTLINE:

The Course Content Outline is tentative and subject to change.

| Class # | Date | Lecture/Lab Subject | Chapter(s) | Assignments |
|---------|------|----------------------|------------|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | QUIZ | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | PAPER DUE | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | MID-TERM EXAMINATION | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | PAPER DUE | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | QUIZ | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | PAPER DUE | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | | CULMINATION LECTURE | | |
| 30 | | FINAL EXAMINATION | | |