

# SYLLABUS ELEMENTS

## INSTRUCTOR'S NAME:

## COURSE INFORMATION:

Department:

Course Title:

Course Number:

Semester:

Year:

Credits:

Web Location: *Blackboard*

Prerequisites:

Co-requisites:

Section Number:

## CLASS MEETING DAY/DAYS, TIME/TIMES and ROOM/ROOMS:

Day:

Time:

Room:

**And**

Day:

Time:

Room:

## INSTRUCTOR AND STUDENT CONTACT INFORMATION:

CCM Email:

CCM Phone:

Dept. Phone:

Office: Building and Room Number

Office Hours:

Clinical or Lab Hours:

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](http://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.

## CCM ACADEMIC POLICIES

CCM Academic Policies may be viewed on the college web site at:

<http://www.ccm.edu/academics/academic-policies/>

or in the CCM College Catalog. All students enrolled at the County College of Morris are required to read the CCM Policy Statements.

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### **CCM POLICY GOVERNING ACCESS TO AND USE OF COPYRIGHTED WORKS**

Today it is easier than ever to share written and recorded material with others. CCM makes extensive use of technology to enhance instruction and learning. It is very important to recognize that most works found on the internet (as well as in books and journals) are protected by copyright—so you should be careful to make use of them in manner that is proper for your education. Improper use or sharing of copyrighted work is a violation of the Student Code of Conduct and Copyright Law.

The full CCM policy is found at: <http://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section5/5.4012-Policy-Governing-Access-to-and-Use-of-Copyrighted-Works-and-Declaration.pdf>

### **STUDENTS SEEKING DISABILITY ACCOMMODATIONS:**

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. 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. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or [disabilityservices@ccm.edu](mailto:disabilityservices@ccm.edu)

### **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*

### **CCM CATALOG COURSE DESCRIPTION:**

**COURSE LEARNING OUTCOMES:** *See Course Information Outline*

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

**TEXT:** Title: Author:

### **SUPPLEMENTAL TEXT:**

Title:

Author:

### **REQUIRED SUPPLIES:**

Syllabus Elements Revised 1-31-2018

**ATTENDANCE DURING INCLEMENT WEATHER:**

**Titan Alert** is the emergency alert system used by CCM to send email, text messages and/or voice phone messages to students, faculty and staff in the event of an emergency or weather-related closing. To see Frequently Asked Questions about Titan Alert and find a link to update your information, go to <http://www.ccm.edu/faculty-staff/infosystems/technology-faqs/titan-alert-faqs/>.

Delayed openings and cancellations are also announced on:

- Website
- Emergency closing number 973-328-5580

**ATTENDANCE POLICY:**

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

**GRADING CRITERIA:**

*Examples*

- *Written Examinations and quizzes: Type, Weight, etc.*
- *Mid-semester and Final Evaluations*
- *Guidelines for Make-up Exams and Quizzes*
- *Homework*
- *Class Participation (Be specific as to how participation will be determined and weighted)*
- *Written Assignments: Type, Weight, Due Dates*
- *Review of Examination Results*
- *Required Skills*
- *Clinical Performance*

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**GRADING SYSTEM STATEMENT:**

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

**COURSE CONTENT CALENDAR:** The Course Content Calendar is tentative and subject to change.

Class #	Date	Lecture 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		