# [Add Course Prefix, Course#, Section# and Title] Course Syllabus

*Course syllabus is subject to modification.*

*Changes will be announced in class and/or posted in D2L.*

| Course Information | Instructor Information |
| --- | --- |
| **Days**: [Add days when class meets] | **Instructor**: [Add your name] |
| **Dates:** [add start and end dates for course] | **MCC E-Mail**: [firstname.lastname@morgancc.edu] |
| **Location**: [Hall] [Room#] | **Phone**: (970) 542-xxxx |
| **Time**: ## to ## | **Office Location**: [Hall] [Room#] |
| **Credits**:[Add # of credits] | **Office Hours**: [Add dates and times] |
| **Contact Hours**: [Add type(s) and amount] | [Additional dates and times or delete] |
| **Course Registration #**:[Add CRN] |  |
|  |  |
| **COURSE DATES:** | **CLASSES NOT IN SESSION:** |
| **Semester Begins**: [Add Date] | **[Labor or Memorial] Day**: [Add Date] |
| **Add/Drop Date**: [Add Date] | **Professional Development**: [Add Date] |
| **Withdraw Date**: [Add Date] | **[Thanksgiving or Spring] Break**: [Add Date] |
| **Semester Ends**: [Add Date] |  |
| **Grad Application Deadline**: Fall–September 1st • Spring–February 1st • Summer–July 1st | |
| *Students will assume the responsibility of knowing their status in the course and adhering to college policy regarding adding, dropping and withdrawing from a course. To ensure compliance with college policy be sure to mark the important dates in your Student Handbook or calendar.* | |

## Course Description

[DELETE ME: Insert CCCS course description from Common Course Numbering System found at the website [CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) – [<https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor>]

[DELETE ME (tip) – You can change the colors and fonts of your syllabus by clicking on the Design Tab in the Ribbon then clicking on the Themes, Colors or Fonts drop-down menu to scroll through the options. KEEP the title IX information.]

[Add description here]

## Course Learning Outcomes

[DELETE ME: Insert CCCS course learning outcomes from [CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) - https://erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor]

[Add student outcomes here]

## Materials

*[DELETE ME. Insert course materials. Delete this section if there is none.]*

**Textbook:** [Add required and recommended textbook title(s), author(s), ISBN(s) here]

**Other materials:** [Add other materials or delete this line]

## Course Requisites

[DELETE ME. Insert course requisites, co-requisites or prerequisites. Delete this section if there is none.]

[Add requisites here]

## Topical Outline

[DELETE ME: Insert course topical outline from [CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) - <https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor>]

[Add topical outline here]

Detailed Schedule

*[DELETE ME. Fill in the fields below or remove and insert a weekly/module/unit table of assignments.]*

**Week One**

Preparation:

Assignment:

**Week Two**

Preparation:

Assignment:

**Week Three**

Preparation:

Assignment:

**Week Four**

Preparation:

Assignment:

**Week Five**

Preparation:

Assignment:

**Week Six**

Preparation:

Assignment:

**Week Seven**

Preparation:

Assignment:

**Week Eight**

Preparation:

Assignment:

**Week Nine**

Preparation:

Assignment:

**Week Ten**

Preparation:

Assignment:

**Week Eleven**

Preparation:

Assignment:

**Week Twelve**

Preparation:

Assignment:

**Week Thirteen**

Preparation:

Assignment:

**Week Fourteen**

Preparation:

Assignment:

**Week Fifteen**

Preparation:

Assignment:

Course Grading

*[DELETE ME. Insert specific grading polices that include attendance, assignments/projects and exams given throughout the semester. Remove sections that are not applicable to your course. Must include your policy on attendance, late assignments, and extra credit.]*

**Grading Scale**

| **Letter Grade** | **Percentage** | **Level of Mastery** |
| --- | --- | --- |
| A | 90% - 100% | Superior mastery of the course competencies |
| B | 80% - 89% | Above average mastery of the course competencies |
| C | 70% - 79% | Minimum acceptable mastery of the course competencies |
| D | 60% - 69% | Less than acceptable mastery of the course competencies |
| F | 59% - below | Fails to demonstrate achievement of the course competencies |

**Projects:**

*[DELETE ME. Insert specifically how many and points awarded.]*

[Add info here]

**Weekly Assignments:**

*[DELETE ME. Insert specifically how many and points awarded.]*

[Add info here]

**Quizzes:**

*[DELETE ME. Insert specifically how many and points awarded.]*

[Add info here]

**MCC On-Line Proctoring Services**

*[DELETE ME****. Keep*** *the statement if you are* ***currently*** *using the proctoring software within person instruction or* ***WILL*** *use it if MCC moves to REMOTE learning. Delete the statement if there is no possibility you will use the proctoring software.]*

With the challenges of COVID-19 and remote learning, MCC has enlisted a service that allows you to take exams remotely through the course’s Desire to Learn (D2L) site. This course may use a proctoring service to ensure the integrity of the test-taking process. If used, the proctoring service will collect information from your computer and monitor your exam session by video and audio. By taking this course, you are agreeing to take tests remotely using a proctoring service, **as determined by the instructor.**

**Exams:**

*[DELETE ME. Insert specifically how many and points awarded.]*

[Add info here]

**Final Exam:**

*[DELETE ME. Insert specifically how many and points awarded.]*

[Add info here]

**Attendance:**

*[DELETE ME. Insert specifically your attendance policy.]*

[Add info here]

**Late Work:**

*[DELETE ME. Insert specifically what your policy is on late work – if you do not accept late work please state that here.]*

[Add info here]

**Extra Credit:**

*[DELETE ME. Insert specifically what your policy is on extra credit – if you do not offer extra credit please state that here.]*

[Add info here]

Study Expectations

*[DELETE ME. Insert specific study expectations such as time spent outside class, forming study groups, etc. The minimum required time spent outside of class is 2 hours to every 1 credit hour a week. Use the chart below to figure out the minimum requirement of outside work for your class. You can calculate the minimum required hours of outside work by using: # of credits x 30 / # of weeks. ]*

|  |  |
| --- | --- |
| ***DELETE ME WHEN FINISHED*** | ***Formula calculating estimated study hours outside of class*** |
| *6-week course* | *5 x number of credits* |
| *8-week course* | *3.75 x number of credits* |
| *10-week course* | *3 x number of credits* |
| *15-week course* | *2 x number of credits* |
| *18-week course* | *1.7 x number of credits* |

Throughout this course, you will need to invest a significant portion of your time outside of class each week throughout the semester to successfully complete this course - **expect to spend at least \_\_\_\_ hours per week on this course.**

Instructional Method

*[DELETE ME. Keep one or more of the following options: Classroom Based, HyFlex, HyFlex with Lab, Remote Real-Time, Online, Hybrid. Also include the Interactive Video description when applicable.* ***Delete all that do not apply.****]*

This course will utilize the following instructional methods*.*

**Classroom Based Instruction:**

Students will attend lectures/labs in person at the specified location(s).  Students are expected to attend at the scheduled time and location for the course. Students are expected to complete 1-2 hours of homework/studying for each hour of lecture. Homework may also utilize traditional and/or online learning methods.

**HyFlex:**

Students may choose to attend class in person at a specified location and time, remotely via technology at the same specified time, or a combination of the two. The instructor will teach in person. Students are expected to complete 1-2 hours of homework/studying for each hour of lecture. Homework may utilize classroom-based and/or online learning methods.

**HyFlex with Lab:**

For **lectures**, students may choose to attend in person at a specified location and time, remotely via technology at the same specified time, or a combination of the two. All **labs are in person** at a specified time. The instructor will teach both lecture and lab in person. Students are expected to complete 1-2 hours of homework/studying for each hour of lecture.

**Remote Real-Time:**

The class is taught in real-time with 100% remote delivery via technology at specified times. There is no scheduled in-person attendance. Students are expected to complete 1-2 hours of homework/studying for each hour of lecture.

**Hybrid:**

At least 33% of the lecture time for this course will meet during scheduled class times.  The remaining lecture material will be presented via a web-based learning management system (D2L).  Students are expected to attend scheduled class times and complete online lecture requirements as outlined by the instructor.  In addition to scheduled class-time, students are expected to spend \_\_\_\_\_ hours per week for course-related lecture activities, including but not limited to reading/listening to the online content and participating in discussion forums or other instructional content deemed appropriate by the instructor.  Please note completion of assignments and studying the course material is not considered a portion of the ‘hybrid’ lecture material and must be completed outside of the instructional hours.  Lab hours must be met- cannot be hybrid.

**Online Instruction:**

Lecture time for this course will be delivered via a web-based learning management system (D2L) that can be conveniently accessed anytime, anywhere.  Students are expected to access the course weekly at a time of their convenience and maintain regular contact with the instructor and other students through D2L.  For every credit hour, students should plan to spend an average of 2-3 hours per week for course-related activities in a 15-week course. For example, a 3-credit hour course would average 6-9 hours per week to read/listen to the online content, participate in discussion forums, complete assignments, and study the course material.

Teaching Philosophy

*[DELETE ME. Optional: insert teaching philosophy.]*

[Add teaching philosophy here]

Incorporation of Critical Thinking Skills into the Course

*[DELETE ME. Optional: insert how critical thinking is addressed in this course.]*

[Add critical thinking skills statement here]

MCC Assessment

The objectives of this course support the attainment of Morgan Community College’s General Student Outcomes, which includes Communication, Critical Inquiry, Intra/Interpersonal Responsibility, Quantitative Reasoning, and Information Literacy.

Resources and Support

| Academic Support | Phone Numbers | MCC Departments | Phone Numbers |
| --- | --- | --- | --- |
| Tutorial Center | (970) 542-3193 | Student Services | (970) 542-3100 |
| D2L Support | (970) 542-3195 | Advising  Career Counseling  Financial Aid  Admissions/Transcripts | |
| Zoom Support | (970) 542-3195 |
| Testing Center | (970) 542-3188 |
| Learning Resource Center (Library) | (970) 542-3185 |

Course Expectations

*[DELETE ME. The link to the Student Code of Conduct, Study Expectations, and FERPA info must remain intact. Insert specific course polices. Customize the following headers to your courses specific while maintaining the intent of the header.]*

[Add policy here]

**Classroom Etiquette/Behavioral Expectations**

*[DELETE ME. Insert specific classroom etiquette and/or behavioral expectations. Keep the Student Code of Conduct info and link.]*

Students are to adhere to the MCC’s Student Code of Conduct. Information can be found within the catalog under Student Rights and Responsibilities. For more information, visit our current [Student Discipline](https://www.morgancc.edu/legal-notices/student-discipline/) policy [https://www.morgancc.edu/legal-notices/student-discipline/].

[Add policy here]

**Academic Integrity Policy**

*[DELETE ME. Insert specific academic dishonesty/plagiarism policy including consequences.]*

[Add policy here]

**Zoom Policy**

*[DELETE ME. If not using Zoom, delete this section. Insert policy regarding Zoom such as muting when not speaking, pay attention to the webcam background, duty to report illegal activity, etc.]*

If you are connecting to this course through Zoom, go to D2L site for this course and click on Zoom.

[Add policy here]

**Electronics Policy**

*[DELETE ME. Insert specific electronic policy regarding the use of cell phones/tablets/laptops in class.]*

[Add policy here]

**Communication Policy**

*[DELETE ME. Insert specific communication policy such as the best way to reach you outside of class, how often you check email, and when students can expect a response. Must keep the FERPA info and link.]*

MCC adheres to [FERPA](https://www.morgancc.edu/legal-notices/notification-of-rights-under-ferpa/) [https://www.morgancc.edu/legal-notices/notification-of-rights-under-ferpa/] regulations regarding communication with students.

[Add policy here]

MCC Policy Health and Safety Precautions

Students, faculty, and staff are encouraged to take personal responsibility for implementing necessary voluntary health precautions, including maintaining vaccination status, wearing an appropriate facial covering, maintaining social distance, or staying home to prevent the spread of communicable diseases, including COVD-19, influenza, and colds.  In the event community conditions require MCC to take additional steps to prevent the spread of disease, individuals may be required to take specific steps, including mandatory use of facial covering, increase social distancing, and remote learning.  The college’s primary goal is to protect the health of students and employees.  If you have questions about this practice, please contact Dean Christiane Olivo at [Christiane.Olivo@MorganCC.edu](mailto:Christiane.Olivo@MorganCC.edu) or (970) 542-3191.

Legal Notices

PROHIBITION OF DISCRIMINATION, HARASSMENT OR RETALIATION

Morgan Community College (MCC) and the Colorado Community College (CCCS) [Prohibition of Discrimination, Harassment or Retaliation, BP 19-60](https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) [https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/] provides that individuals affiliated with MCC shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected class or category under applicable local, state or federal law (also known as “civil rights laws”), in connection with employment practices or educational programs and activities (including admissions).

[BP 19-60](https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) [https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/] further provides that individuals affiliated with MCC shall not retaliate against any person who opposes discrimination, harassment, or retaliation, or participates in any complaint or investigation process.

For information regarding civil rights compliance or grievance procedures contact:

**Title IX Coordinator:**

Gary Dukes

Vice President of Student Services

920 Barlow Road-Cottonwood 102a

Fort Morgan, CO 80701

(970) 542-3111

[Gary.Dukes@MorganCC.edu](mailto:Gary.Dukes@MorganCC.edu%20)

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CIVIL RIGHTS AND SEXUAL MISCONDUCT RESOLUTION PROCESS

Morgan Community College (MCC) and [CCCS System Procedures (SP) 19-60](https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) details the reporting requirements, process by which investigations are conducted depending on the type of case, definitions of discrimination, harassment, retaliation, and sexual misconduct, MCC's responsibility in the processes, the rights of involved parties, and procedures for live hearings in cases involving sexual misconduct allegations arising from conduct within the United States.

To report an incident of sexual misconduct, please contact one of the people listed above or electronically via the [MCC Incident Report](https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0).

In case of an emergency please call 911.

MCC’S TITLE IX RESPONSIBILITIES

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty or staff member, he or she must notify Gary Dukes, our College's Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Morgan Community College please go to: [Title IX](http://morgancc.edu/titleix/).

MANDATED REPORTERS

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, all employees have an obligation to report any allegation of discrimination or acts of sexual misconduct. MCC strongly encourages students to report any discrimination or acts of sexual misconduct.

Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at (970) 542-3111, email: Gary.Dukes@morgancc.edu. Reports to law enforcement can be made at the Fort Morgan Police Department or your local police department, Dispatch Phone number: (970) 867-5678 or if an emergency, dial 911.

If you would like a confidential resource, please contact S.A.R.A. (Sexual Assault Response Advocates) at (970) 867-2121.

Further information may be found on the College web site: [Title IX](http://www.MorganCC.edu/titleix) [http://www.MorganCC.edu/titleix].

**Title IX Coordinator**

Gary Dukes

920 Barlow Road-Cottonwood 102A

Fort Morgan, CO 80701

(970) 542-3111

[Gary.Dukes@MorganCC.edu](mailto:Gary.Dukes@MorganCC.edu%20)

ACCREDITATION STATEMENT

Morgan Community College is accredited by The Higher Learning Commission

ADA STATEMENT

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. “No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination.” Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for “reasonable accommodations” so long as they meet and follow MCC policy and procedure. Go to [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (https://www.morgancc.edu/get-started/disability-services/) for more information. Those wishing to seek accommodations must contact the ADA Coordinator at (970) 542-3111.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit our [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (<https://www.morgancc.edu/get-started/disability-services/>) page for more information.

VIDEO OR AUDIO RECORDING OF LECTURES

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.