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**Course:**  [Course Title]

**Course Number:** [Course Number]

 Crn [CRN #] - Section [Section #]

**Professor**: [Instructor Name]

 [Instructor Office], [Office Phone]

 Email: [Email Address]

**Meeting Times:** [Meeting Time]

**Meeting Place:** [Room Number]

**Office Hours:** [Office Hours]

**Course** Description**:**

[Course Description]

# Course Outcomes:

[Course Outcomes]

# Course Materials:

## Required text:

[Required Textbook]

## Recommended Texts:

[Recommended Texts]

## Useful Online Resources

[Online Resources]

# Course Structure

[Course Structure]

# Submission of Work

[Submission Notice]

# Attendance Policy

*For classes that meet (3) times a week (~45 classes per semester) the limit of absences is (6).*

*For classes that meet (2) times a week (~30 classes) the limit of absences is (4).*

*For classes that meet (1) times a week (~15 classes) the limit of absences is (2).*

If an instructor chooses to Withdraw a student for excessive absences, per the College’s policy, the instructor will provide the student with (1) week’s notification by email. If an instructor chooses not to With-draw a student, then the student *may* receive an F for/as a consequence of excessive absences.

It is the student’s responsibility to understand the financial aid implications of withdrawing or being withdrawn from a class. The student may be responsible to pay for the class themselves. It is also the student’s responsibility to understand that Failure often results in Academic Probation, the repercussions of which can be found here:

<https://www.ccp.edu/college-catalog/college-policies-and-procedures/policy-academic-standards-and-progress>

# Classroom Management

As part of the professional atmosphere both students and faculty must be punctual and respectful of one another, our schedules, and external obligations. While in class our focus and conversation must be pertinent to the class at hand. At all times our classrooms must be respected as professional learning and working spaces.

## Daily Sign-In Sheets (via Canvas)

Each student is responsible for notifying the instructor, if you are not accounted for “in light of”. Tardiness will be reflected in the Professionalism portion of the student’s grade.

## Email from Your Instructor

You should expect that your instructor will communicate directly with you via your CCP email address or with the entire class via Canvas, which also utilizes your CCP address. You are responsible for monitoring your emails weekly throughout the semester.

If you want to forward your CCP emails to another account: In Office 365 Outlook, go to Settings. Under Settings, search for Connected Accounts.

To add an alternate email address (in addition to your .ccp address) or a phone number for text notifications to your Canvas account, go to: Account / Notifications / Settings

# Contacting Your Instructor

## Email or Email via Canvas

[ Email instructions ]

Email is the most efficient way to communicate with me. All emails to the instructor shall have the subject heading: [Course Number]\_(brief description of contents).

## Phone

[Phone Notice]

# Classroom Supplies

[Classroom Supplies]

# Managing Digital Files & Paper Documents

It is each student’s responsibility to maintain all digital and paper documents in an organized professional manner. Digital files can be stored on either portable flash-drive or in the cloud. Students should keep back-up files of all original homework/project documents. Lost files are not a valid excuse for not submitting required work.

# Professionalism

* 10% of each student’s final grade is based on Professionalism, which includes but in not limited to:
* Tardiness
* Leaving class early
* Cell phone use during class
* Unrelated computer work during class
* Disruptive and unrelated conversation during class
* Cell Phones and all other electronic device must be silences during class. Cell phones must be stored out-of-sight during class.
* Food and uncovered drinks are not permitted in classrooms or at any computer stations. The common area is an appropriate location for eating.

# Departmental Facilities and Labs

[Facilities Rules]

# Policy on Academic Honesty

Per The Community College of Philadelphia’s Student Handbook:

## Obstruction of Teaching

*Disrupting or obstructing class is prohibited. Classroom disruptions are defined as behaviors that continue after a warning and which a reasonable faculty member would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples may include, but are not limited to: unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom persistent speaking without being recognized; talking with classmates while the faculty members (or another student who has the floor) is talking; entering class late; leaving class early, or leaving and returning to class while class is in session without permission.*

## Classroom Cheating

*Any student who engages in cheating will be open to disciplinary action.*

*Obstruction of Teaching and Cheating will be reported to the Dean of Students and disciplinary action will be taken. Students will not receive any credit for homework, quizzes, or exams with which they are found cheating.*

# Statement on Disability

Students who believe they may need an accommodation based on the impact of a disability should contact me privately to discuss their accommodation form and specific needs as soon as possible, but preferably within the first week of class. If you need to request reasonable accommodations, but do not have an accommodation form, please contact the Center on Disability, room BG-39, phone number 215-751-8050.

# Emergency Evacuation

[Modify emergency evacuation instructions]

Classes are held in room [Room Number]. In case of an emergency, the nearest evacuation stairs are located out the door and to the left taking fire stair tower [insert number here]. The alternate evacuation stairs are [Provide alternate directions]. Upon exiting the building follow all instructions from Public safety or emergency personnel.

Since elevators must not be used during fire emergencies, persons unable to maneuver the stairs safely should go to the nearest stairwell and wait for rescue personnel who are specially trained in the safe, proper evacuation of persons with disabilities. Instructors should inform the emergency personnel of the location of the individual with the disability.

It is suggested that students with a disability or an individuals with mobility difficulties discuss with the instructor their need for assistance of leaving the building during an emergency evacuation.

# Schedule and Important Dates

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Date | TOPIC | ASSIGNMENT | DUE | Notes |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |

# Grading Criteria:

Student performance in achieving the objectives will be rated by the College’s A, B, C, D, F grading system. A grade of “A” equals a 4.0: the student’s work is superlative and shows a thorough understanding of computer drafting and its applications. “B” equals a 3.0; the student shows a good understanding of the software and produces work that demonstrates knowledge of industry standards. A grade of “C” equals a 2.0 and indicates the student’s work and understanding is sufficient to proceed to the next level. A grade of “D” equals a 1.0; the student’s work is barely adequate and repeating the course is strongly recommended before proceeding to the next level. A grade of “F” equals a 0.0: the student’s work has been unsatisfactory.

## Student’s work will be evaluated in the following contexts:

[Evaluation Criteria]

# Student Information and Syllabus Acknowledgement

Universities often require transfer students to provide syllabi of their completed courses in order for them to assess the content of a given course. Students should obtain and keep digital files of all syllabi.

**Please print clearly.**

**Student Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCP Email (if not preferred): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule

Please list all classes that you are enrolled in this semester and the days & times that they meet.

Class (Course Subject & Number, i.e., *ADC 101*) Days (M, T, W, R, F) / Online Times

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Acknowledgement**

Please sign and date. By signing, the student acknowledges receipt of a digital syllabus, which was provided to each student on the Q-Drive. The instructor reserves the right to make changes to this syllabus as may be warranted and will appropriately notify students if changes occur.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_