

[Insert Course Title] Syllabus

[Insert Name of College]

## Instructor Information

Name:

DCCCD Email:

Office Phone: [Adjunct faculty may delete this line and use the discipline division extension or the adjunct office extension (see below).]

Office Location:

Office Hours: [Insert office hours if known. Otherwise, write "To be announced".]

Division Office and Phone:

## Course Information

Course Title: [example: Introduction to Psychology]

Course Number: [example: PSYC 2301]

Section Number: [example: 55751]

Semester/Year:

Credit Hours:

Class Meeting Time/Location:

Certification Date: [Month/Day/Year. Check [My Class Roster](#) on eConnect for date.]

Last Day to Withdraw: [Month/Day/Year. Check [My Class Roster](#) on eConnect for date.]

## Course Prerequisites

[Copy/paste the exact text from the [DCCCD catalog](#).]

## Course Description

[Copy/paste the exact text from the [DCCCD catalog](#).]

## Student Learning Outcomes

[List the things students should know or be able to do after completing your course. For many courses, these outcomes are mandated by the state. For general education courses, see the state's [Lower Division Academic Course Guide Manual](#). For career

and technical courses, see the state's [Workforce Education Course Manual](#). If in doubt, ask your coordinator for the official SLO/Objective list for your course.]

## Texas Core Objectives

[This section should be included for General Education courses and deleted for Career and Technical Education courses.]

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Required Course Materials

[List all textbooks, software, and other materials required for the course. Then list recommended materials, if any. Include the full and exact text of the following disclaimer.]

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## Graded Work

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

[Use the tables below to demonstrate how course work will be graded. Include total points and/or percentages for graded work, and a clear explanation of how the final course grade is calculated.]

### Summary of Graded Work

[Example below. Replace with your own course information.]

Assignments	Points	Totals
Syllabus Quiz	1 @ 20 points	20 points
Chapter Quizzes	8 @ 25 points each	200 points
Discussions	8 @ 30 points each	240 points
Exams	4 @ 100 points each	400 points
Paper Draft	1 @ 40 points	40 points
Final Paper	1 @ 100 points	100 points

**TOTAL: 1,000 points**

### Final Grade

[Example below. Replace with your own course information.]

Points	Percentages	Letter Grade
900-1,000	90-100%	A
800-899	80-89%	B
700-799	70-79%	C
600-699	60-69%	D
0-599	0-59%	F

### Description of Graded Work

[Provide a brief description of each major assignment and examination. For example:

**Quizzes:** The chapter quizzes each have 20 multiple-choice questions you must answer within a 30-minute time-limit. You will be allowed three attempts at the quiz and your highest score will be counted towards your final course grade.]

**Final Paper:** The final paper is a 1,000-word report that must be written as a conventional lab report. There are no extensions for this assignment.]

## Attendance and Your Final Grade

[Classes that meet face-to-face should have a policy that outlines any effects attendance has on the student's grade and any grade-related expectations about class participation.]

## Late Work Policy

[Add your late work policy. It should state whether or not you accept late work. If you do accept late work, explain under what circumstances you will do so and what grade reductions (if any) will apply to work submitted late.]

## Other Course Policies

[Optional: Include any other course-specific policies that students need to know. Try to limit the number of policies and write them concisely. Do not include any policies already listed on the Institutional Policies webpage for your college (see below). Students should use the "Institutional Policies" link provided below to access the official, most recent versions of the policies.]

## Institutional Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Keep your college's link from the list below and delete the others.]

[Brookhaven Institutional Policies](http://www.brookhavencollege.edu/syllabipolicies) (<http://www.brookhavencollege.edu/syllabipolicies>)

[Cedar Valley Institutional Policies](http://www.cedarvalleycollege.edu/syllabipolicies) (<http://www.cedarvalleycollege.edu/syllabipolicies>)

[Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies) (<http://www.eastfieldcollege.edu/syllabipolicies>)

[El Centro Institutional Policies](http://www.elcentrocollege.edu/syllabipolicies) (<http://www.elcentrocollege.edu/syllabipolicies>)

[Mountain View Institutional Policies](http://www.mountainviewcollege.edu/syllabipolicies) (<http://www.mountainviewcollege.edu/syllabipolicies>)

[North Lake Institutional Policies](http://www.northlakecollege.edu/syllabipolicies) (<http://www.northlakecollege.edu/syllabipolicies>)

[Richland Institutional Policies](http://www.richlandcollege.edu/syllabipolicies) (<http://www.richlandcollege.edu/syllabipolicies>)

## Course Schedule

[List all required readings and any assignments, tests, projects, etc. Provide a general description of the subject matter of each in-person class meeting or online lesson/module (example: "World War I and the Roaring Twenties, 1914-1929").]

[There are a number of approaches you can take to share this information with students. Three examples are shown below. Select the approach you prefer and fill out the table with your course schedule. Then delete the other two example tables.]

**Template 1: Listing of Topics**

Topic	Readings & Assignments

**Template 2: Listing of Topics by Week**

Week	Topic	Readings & Assignments

**Template 3: Listing of Topics with Dates**

Topic	Readings & Assignments	Due Dates

Topic	Readings & Assignments	Due Dates