***Cankdeska Cikana Community College***

***Course Prefix and Number: Course Name (Example – HIST 101: Western Civilization I)***

**Syllabus Outline** (Note example file name format in footer)

1. **Name of the institution**

(Top of the page, centered and in bold Capital letters)

1. **College Mission Statement:**

CCCC provides opportunities that lead to student independence and self-sufficiency through academic achievement and continuation of the Spirit Lake Dakota language and culture.

1. **Course: name, prefix, number and section:**

Example: HIST 101\_01 Western Civilization I

1. **Instructor and Contact Information:**

Name of instructor

Office Location

E-mail address

Phone number

Office hours (please list office hours here)

1. **Essential Studies Outcome (Assignment/s that will assess this outcome):**

Choose a minimum of **one** essential study’s outcome. In ( ) list the assignment(s) that assess the outcome(s).

1. Critical Thinking ( )
2. Communication ( )
3. Technological Literacy ( )
4. Personal Attributes ( )
5. **Program Outcomes:**

List the program outcomes that this course addresses (these would be the outcomes that were identified on the program’s matrix)

1. **Date Syllabus prepared:**

1. **Credit Hours/Length/Schedule/Location of course:**

Three credits; one semester

Class day(s) & time (include labs if applicable)

Class location & room number

1. **Prerequisite:**

Type “NONE” if not applicable

1. **Course Description:**

You should use the approved description stated in the CCCC catalog;

As a new paragraph you may add additional information after the official description.

1. **Required and Recommended Student Materials:**

List required and suggested materials – be specific.

Text: XXXXX, 5th edition

Author(s) name(s):

Publisher: ex- Delmar 2005

ISBN number: XXXXX

1. **Course Outcomes:**

List specific outcomes of the course. These should be measurable.

1. **Cultural Relevancy (Assignment/s that will assess this):**

1. **Assessment Tools:**

How will the students be assessed? This may include tests, quizzes, rubric, papers, assignments and whatever else is included in the grading scheme.

1. **Grade Distribution:**

Example:

Chapter tests: 100 points each 800 points

Writing Assignments 300 points

PowerPoint 400 points

Total 1500 points

Grading scale: The following grading scale will be used college-wide for all classes.

 100-90% A Excellent

 89-80% B Above Average

 79-70% C Average

 69-60% D Pass

 59-0% F Fail

1. **Course Policies:**

List your policies for the course. Discuss with other instructors.

**Academic Integrity** – You should always have pride in the work you do and should take ownership in your own learning! We understand that with tools like Google search, it is easy to find immediate answers to your questions. In this class, you are responsible for understanding the difference between using the web for help and support of your learning, versus using the web to cheat. Cheating is against our classroom policy and has consequences.

Whether it is Face-to-face or Online; learning requires a level of responsibility from you that can help you be successful, which includes:

 Course Requirements

* Being prepared and ready to learn before you start your online coursework
* Staying on track by completing the assigned work every day
* Taking notes (written or electronic) as you listen to the instructional activities
* Composing thoughtful, well-written responses with minimal spelling and grammatical errors
* Asking for help when you have questions or misunderstandings
* Studying before your assessments
* Tracking your progress and grades
* Treating others in this course, classroom, or lab with the same respect you expect
1. **Last Day to Drop a Class:** (see academic calendar)

Without charges: (Date – see academic calendar) With charges: (Date – see academic calendar)

1. **Last Day to Withdraw from College:**

(see academic calendar)

1. **Institutional Policies:­­**

**AMERICANS WITH DISABILITIES STATEMENT ABOUT STUDENTS WITH SPECIAL NEEDS:**

Any student with disabilities or other special needs, who will need special accommodations in this course, is encouraged to share these concerns or requests with the Dean of Student Services: DeLana McLean (701) 766-1137 as soon as possible.

**STATEMENT OF POLICY ON NON-DISCRIMINATION AND TITLE IX:**

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Title IX Coordinator – Delana McLean (701) 766- 1137 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

**CELL PHONE POLICY:**

There is NO cell phone use allowed during class. The use of cell phones during class time is disruptive and disrespectful to those around you and the instructor.

1. **Course Outline:**

Sequence of chapters/topics.

If reasonable:

* Indicate date(s) for each topic.
* Include dates for tests/papers/special projects/oral presentations, etc.
* If a lab is part of the course, include a second outline specifically for lab.
* Link your objectives to measurable outcomes in specific sections of the course outline.
* Separate handouts are acceptable.

***Other information may be included in the Syllabus as the instructor deems appropriate and relevant to conducting the class. If the syllabus is subject to change during the semester a notation should be added with a revised date.***