

# Course Title

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**Course Prefix and Number | Section Number: | Quarter and Year**

## Instructor Information

Name:  
Email:  
Website:  
Office Room:  
Office Phone:  
Office Hours:  
Secondary Contact: Enter direct supervisor contact information

## Course Information

Class Room:  
Class Meeting time:  
Textbook:  
Materials/Equipment:  
Learning Management System: All courses are web-enhanced and all students are required to have access to Canvas which can be accessed through myOCCC student accounts. All faculty must use Canvas gradebook so that students can easily track their grades.

## Important dates

Last day to drop\* with a refund: See the [2019 – 2020 Academic Calendar](#)  
Last day to withdraw\* with a 'W': See the [2019 – 2020 Academic Calendar](#)

*\*Be aware that dropping/withdrawing from a course may affect your financial aid*

Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar. Beginning the second week, until the deadline published on the academic calendar each term, students may withdraw from classes. A mark of "W" will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

## Syllabus Changes:

This syllabus serves only as a guide to this course. The instructor reserves the right to change any part of this syllabus at any time due to any variety of circumstances. Methods and criteria used to evaluate student performance may also change. If and when changes occur, students will be informed in writing. Students are responsible to keep informed of syllabus changes as they occur by attending and participating in class and communicating with the instructor.

## Course Description

*List the course description, course credits, and course prerequisites copied from the Course Content and Outcome Guides at: <https://www.pcc.edu/ccog/>*

## Course Outcomes

*List the Course Outcomes copied from the Course Content and Outcome Guides at: <https://www.pcc.edu/ccog/>*

## Student Conduct

### **Academic Integrity**

Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty.

Violations of academic honesty include:

- Plagiarism
- Collusion/Inappropriate Assistance
- Cheating
- Fabrication/Falsification/Alteration
- Unauthorized Multiple Submission
- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

### **Policy on Mobile Communication Devices**

Students are not permitted to operate cell phones or pagers during class or laboratory sessions, as these devices disrupt learning and teaching activities. Students should use such communication devices only during class breaks outside the classrooms. Discuss exceptions with Instructor.

### **Students Rights and Responsibilities**

The Student Rights and Responsibilities in the Student Handbook establishes students' freedom and protections as well as expectations of appropriate behavior and ethical academic work [<https://catalog.oregoncoastcc.org/student-handbook>].

### **Children on OCCC Property**

Students are not allowed to bring children to classes or leave them unattended on campus. We expect compliance from both students and faculty regarding this policy.

## Attendance

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student's grade. Students are responsible for dropping or

withdrawing from registered classes by completing the official drop/withdrawal process. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees. Students may not attend classes they are not registered for.

## Course Information

*Here is where you put information about exams, projects, quizzes, homework and anything else students need to be aware about in your class.*

## Grades

*Enter criteria for performance evaluation here. Attach any rubric used for grading. Specify effect on grade, if any, for late work. If you have a make-up policy, list it here. Note: Grades will be entered in CANVAS so that students can easily track their grades.*

### Grading Scale

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

## Course Schedule

*Here is where you can put a schedule for your class*

## Student Resources:

### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), Oregon Coast Community College provides reasonable accommodation to students with disabilities. If you desire reasonable accommodation, please contact The Office of the Dean of Students (400 SE College Way, Newport, OR 97366) at 541-867- 8501. *Students are responsible for requesting accommodations in a timely manner and documenting the nature and extent of their disability.*

### **OCCC Email**

OCCC email is the official form of communication of Oregon Coast Community College. If you have any difficulties accessing your OCCC email address please contact support at [student.email@oregoncoastcc.org](mailto:student.email@oregoncoastcc.org)

### **Emergency Funds**

If you are experiencing challenges securing food, transportation, or housing, or have other financial issues that are affecting your ability to attend and succeed in class(es), we

encourage you to apply for emergency funds. Please see Cindy Carlson, Dean of Students or Kimberly Jones, Enrollment Services Manager/Registrar, for assistance. If you are comfortable doing so, please let your instructor know about your situation. This will allow for a better understanding and could potentially lead to further support and/or resources.

## College Information

### **Mission Statement**

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

### **Equal Opportunity and Non-Discrimination**

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose. Persons having questions about equal opportunity and nondiscrimination should contact either:

- Dean of Students, Cindy Carlson, 541-867-8511 [ccarlson@oregoncoastcc.org], or
- Human Resources Manager, Joy Gutknecht, 541-867-8515 [joy.gutknecht@oegoncoastcc.org].

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*Updated 06/2019, Office of Instruction*