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# **Course Title**

Course Code:

Credit Hours:

Semester and Year:

## Instructor Contact Information

Instructor Name:

Class location information (Room #, meeting time, etc.):

Email (CCRI email):

Office (Campus location, room number):

Office Phone (other phone numbers):

Office Hours (including virtual hours):

Departmental Secretary (Name, Phone number and Email):

## Course Description

Course Description:

Course prerequisites (if any):

Course Delivery Mode (hybrid, online, blended):

## Course Expectation

Attendance (verification of enrollment):

Class participation:

Conduct:

Special considerations specific to course (use of calculators, websites, etc.):

On-campus meeting requirements for online and hybrid courses:

In addition to any specific expectations you wish to highlight, state that students are responsible for following the policies set forth in the [Student Handbook](http://www.ccri.edu/advising/new_students/student_handbook/index.html) and [College Catalog](http://www.ccri.edu/catalog/current/).

## Student Learning Outcomes

As approved by the department and/or Curriculum Committee

## Required Textbooks and Materials

Include ISBN when available:

Recommended student materials:

Access code information:

Textbook materials on Library reserve and/or electronic resources:

Statement about requirements for accessing computer, Internet, and specific hardware or software requirements, (if applicable)

## Grading Scale and Policies (College Policy)

Assessment Criteria (For example, written and oral reports, tests, homework, lab reports, projects, etc.):

Policies on late or make-up work:

Policy on incomplete grade:

Attendance:

Academic integrity statement (plagiarism, use of cell phones/electronic devices):

## Services for Students with Disabilities

Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the office of [Disability Services for Students](http://www.ccri.edu/dss/index.shtml) as early in the semester as possible. The process for requesting accommodations in your online course is here.

**This syllabus is subject to change at any time at the discretion of the instructor. Students are responsible for keeping current with changes made to this syllabus.**

## Calendar of Daily Course Topics

Schedule of course topics and assessments with due dates when possible.