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| Clark College logo | SYLLABUS – [Quarter/Year] [Department Abbreviation/Course Number Example: ENGL 101] [Full title of course Example: English 101] |

**Directions** *(please delete this entire paragraph after you fill in your course information in this template!):*

1. The brackets in this document are what’s called content controls, type your course information for each content control.
2. After you type in your information in each content control, the content control needs to be deleted for it to be fully accessible. Deleting the content control will not delete the actual content. To delete, right click in the content control and select *Remove Content Control*. **(Please delete this directions section when you are finished).**

## Course Information:

**Course Description:** [Enter the official course description.]

**Prerequisite:**[Enter the official prerequisite.]

**Credits:** [Enter the number of credits.]

**Item #:** [Enter the 4 digit item number.]

**Class Hours/Locations**: [Enter the weekly class hours and location of each class meeting as needed.]

## Instructor Information:

1. **Instructor:** [Enter the instructor’s name. If desired, list academic credentials.]
2. **Office Hours:** [Enter Office hours and Location]
3. **Phone**: [Enter the instructor’s phone number if applicable.]
4. **E-mail address:** [Enter the instructor’s email address.]
5. **Mailstop:** [Enter the instructor’s mailstop.]
6. **Office Location**: [Enter the instructor’s office location if applicable.]

## Text & Materials Needed:

**Required Text:**

* [Enter bibliography information for the required text.]
* [Enter bibliography information for the required text.]

**Recommended Text:**

* [Enter bibliography information for the recommended text.]

**Required Supplies/Materials:**

* [List required supplies and/or materials if applicable.]

## Course Outcomes:

| Course Outcome | Assessment of Course Outcomes | Supported Program Outcomes |
| --- | --- | --- |
| [Identify what students should be able to do upon successful completion of the course.] | [Enter what method(s) will be used to assess this course outcome.] | [Enter the program outcome that this course outcome supports.] |
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## Computing

Having a working computer hooked up to the internet is a requirement for this course. **Technical difficulties will never be considered as an excuse for not getting your work done.** Do not leave your work until the last minute. It is a good idea to have access to a back-up computer. Note that there are several computer labs located on campus for your convenience.If you have technical difficulties with your computer, you should seek to resolve those as soon as possible and find another computer to complete your assignments on in the meantime. If you have technical difficulties with Canvas, you will want to file a tech ticket by clicking “help” (the icon is a question mark) on the left menu bar on any Canvas page and notify me as soon as possible about what is going on.

**You will have access the online portion of this course through Canvas at the website** [**https://clarkcollege.instructure.com/**](https://clarkcollege.instructure.com/)**. Instructions on how to log in and tutorials for how to use Canvas are found on the login page. Please read the login page carefully for more information.**

Communication with your instructor: I will respond to every email or weekly Discussion Board post within 24 hours, except for the weekend or days when the college is closed. You are strongly encouraged to post your questions on the Discussion boards each week, so that all students benefit from the answer. Please post specific questions, such as:” I am working on problem #5 and I started by applying Newton’s Law but I have 2 unknowns as shown in the equation below”. That tells me exactly how to help, and shows that you are honestly attempting the problem. Posts such as “I am stuck on problem 5-please help” will be answered with the standard reply “Please post what you have attempted so far”. I expect you to make your best effort for each question-this is how we learn.

## Requirements: Assignments, Assessment and Grading

## GRADING SYSTEM:

| **Assignment** | Percent of Grade | |
| --- | --- | --- |
| [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] | [Enter what percentage or number of points this is worth.] | |
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## Evaluation:

Your **final grade** is based on the following scale:

| Percentage | Grade |
| --- | --- |
| 100-93 | A |
| 92-90 | A- |
| 89-87 | B+ |
| 86-83 | B |
| 82-80 | B- |
| 79-77 | C+ |
| 76-70 | C |
| 69-67 | D+ |
| 66-63 | D |
| 62-59 | D- |
| 58-0 | F |

## Course Policies:

* **Academic Honesty and Plagiarism:** [Enter your policy on academic honesty and clearly establish your policy and guidelines in regards to plagiarism and its consequences. See the Faculty Handbook for more assistance on plagiarism.]
* **Late Paper/Assignment Policy:** [Enter your policy on late papers and assignments.]
* **Missed Exam/Assignment Policy:** [Enter your policy on missed exams and assignments.]
* **Lab Safety/Health**: [Enter your policy on lab safety and health if applicable.]

## Support Services:

**ADA Accommodations**: If you have emergency medical information which should be shared; or if you require assistance in case the building should be evacuated; please make an appointment to see me as soon as possible during the office hours indicated in this syllabus. Any student with a disability who may require accommodation in order to fully participate in this class should contact the **Disability Support Services Office** at (360) 992-2314 or (360) 991-0901 (VP) or stop by in the Penguin Union Building (PUB) 013. Visit the Disability Support Services website at [http://www.clark.edu?dss](http://www.clark.edu/?dss)

## College-Wide Policies:

**Non-discrimination Policy**: Clark College affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

**Title IX and Sexual Misconduct:** Clark College strictly prohibits sexual harassment, intimidation, and violence, including domestic and dating violence, and stalking. To this end, Clark College enacted WAC 132N-125-300, Title IX Grievance Procedure, for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any employee, student, applicant, or visitor who believes they have been the subject of Sexual Harassment should report the incident or incidents to the Clark College Title IX Coordinator, **Christina Longo, Baird (BRD) 012, (360) 992-2057,** [clongo@clark.edu](mailto:clongo@clark.edu). Clark College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Clark College policies and procedures. Although the college will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.  The Title IX Coordinator will engage in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator filed a Formal Complaint. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations.

Anyone experiencing sexual harassment is encouraged to talk to someone about what happened so they can get the support needed, and Clark College can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, please contact a counselor at the **Counseling and Health Center**. Visit the Counseling and Health Center website at [http://www.clark.edu?counseling&health](http://www.clark.edu/?counseling&health)

## Additional Information:

**Important College-Wide Student Information**: Visit [www.clark.edu/cc/syllabi](http://www.clark.edu/cc/syllabi) for important college-wide student information.

**Food, Housing, Financial Help is Available**: Your well-being is important to Clark College and to me. If you have difficulty affording groceries, accessing sufficient food to eat every day, or lack a safe and stable place to live,  please contact the Dean of Student Engagement, Cath Busha ([cbusha@clark.edu](mailto:cbusha@clark.edu)), for support. If you are comfortable, please also let me (your instructor) know; this notification will enable us to brainstorm potential resources and support together. Please also visit this page: <http://www.clark.edu/enroll/careers/financial-wellness/index.php> for a list of financial, housing, food, technology and other resources available to support students. Finally, this year, with the CARES Act, grants and Foundation funding, many students are eligible for up to $2000 per term to assist with expenses that will help you to stay enrolled and focused on achieving your goals. I encourage you to apply for an Emergency Grant through Clark College:  <https://www.clark.edu/forms/emergency-grant-application/>

**Wearing Masks in Classrooms is Required:** Clark College requires all students to wear face masks or cloth face coverings in classrooms, laboratories and other similar spaces where in-person instruction occurs. Face coverings are required in all indoor spaces and all enclosed or partially enclosed outdoor spaces. Compliance with the face-covering protocol is expected. If you do not comply with a classroom rule, you may be requested to leave class. WAC (Washington Administrative Code) 132N-125-035 of the Clark Code of Student Conduct covers “prohibited student conduct.”

## Tentative Class Schedule

| **Week** | **Assigned reading Chapter(s)** | **Assignment** | **Exam** |
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| 10) |  |  |  |
| 11) |  |  |  |

No Class Days:

[Enter any holidays or campus closures for the term]