

- Course Information** *(must use official course information from the catalog)*
  - Department Abbreviation/Course Number/Section
  - Course Title
  - Credit Hours
  - Term/Year
  - Class hours/Location
  - Prerequisite/Corequisite
  
- Instructor Information**
  - Name
  - College mailstop
  - Clark College Email Address
  - Office location (if applicable)
  - Clark College Telephone (if applicable)
  - Office hours (if applicable)
  
- Text & Materials**
  - Textbooks (titles, authors, editions, etc.)
  - Readings or other resources (videos, CD ROMs, etc.)
  - Materials (art supplies, special calculators, etc.)
  - Electronic resources (web sites, listserv, newsgroup)
  
- Course Outcomes**
  - Identify what students should be able to do upon successful completion of the course.
  - Identify what method(s) will be used to assess each outcome.
  - Identify the program outcome(s) that each course outcome supports.
  
- Requirements: Assignments, Assessments, and Grading**
  - Grading criteria
  - Grading scale
  - Weighting and assessing student work
  
- Tentative Course Schedule**
  - Daily or weekly schedule of topics to be covered
  - Due dates for daily and/or quarterly assignments such as readings, papers, projects, presentations, etc.
  - Dates for quizzes, tests, exams and other forms of assessment
  - Dates of required or recommended special events
  
- Course Policies**
  - Academic Honesty and Plagiarism
  - Late Paper/Assignment Policy
  - Missed Exam/Assignment Policy
  - Lab Safety/Health (if applicable)

## **Statements to Include on Syllabi:**

**ADA Accommodations** *(Add the following language on syllabi)* 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>

**Non-discrimination Policy** *(Add the following language on syllabi)* 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** *(Add the following language on syllabi):* 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, or any other Clark College Human Resources personnel using the contact information below:

Clark College Human Resources, Baird Hall  
1933 Fort Vancouver Way, Vancouver, WA 98663  
(360) 992-2105  
[hr@clark.edu](mailto:hr@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>

## **Additional Information for Syllabi:**

### **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/>

### **Reasonable Accommodations for Religion/Conscience**

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the Student Rights & Responsibilities website: <http://www.clark.edu?StudentsRights&Responsibilities>

The college **strongly encourages wearing masks indoors during the first two weeks of spring term.**

### **Sanitization procedures**

Before entering an office, classroom or lab, students are asked to either wash their hands with soap and water or use hand sanitizer to clean their hands.

**Students in face-to-face classrooms and/or laboratories** are required to clean their workspace and any other shared spaces both when they arrive and depart. All supplies will be provided.

**Vaccinated students** participating in on-campus class sessions or on-campus activities must provide vaccination status information to the college. Instructions for verifying vaccination status and/or applying for a medical or religious exemption can be found on the [student vaccinations page](#) of the college's website.

### **Use of Camera on Zoom**

Turning on your camera during Zoom class sessions is not required. Based on the course outcomes, certain classes may ask that you are visually present; please inform your instructor ahead of time if having your camera on can be a barrier.

[Clark College during COVID-19 Student FAQs](#)