



SYLLABUS – [Quarter/Year]

[Department Abbreviation/Course Number Example: ENGL
101]

[Course Title Example: English Composition I]

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:

- **Instructor:** [Enter the instructor’s name. If desired, list academic credentials.]
- **Office Hours:** [List the instructor’s office hours if applicable.]
- **Phone:** [Enter the instructor’s phone number if applicable.]

- **E-mail address:** [Enter the instructor’s email address.]
- **Mailstop:** [Enter the instructor’s mailstop.]
- **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 OUTCOMES	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.]
[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.]
[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.]
[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.]
[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.]



SYLLABUS – [Quarter/Year]
[Department Abbreviation/Course Number Example: ENGL
101]
[Course Title Example: English Composition I]

GRADING SYSTEM:

GRADE

PERCENTAGE

- A. [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] – [Describe if applicable.] [Enter what percentage or number of points this is worth.]

- B. [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] – [Describe if applicable.] [Enter what percentage or number of points this is worth.]

- C. [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] – [Describe if applicable.] [Enter what percentage or number of points this is worth.]

- D. [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] – [Describe if applicable.] [Enter what percentage or number of points this is worth.]

- E. [Enter the type of coursework or grading factor. Example: exams, tests, papers, group assignments, participation...] – [Describe if applicable.] [Enter what percentage or number of points this is worth.]

EVALUATION:

- Your **final grade** (both lecture & lab grades) is based on the following scale:

A+	B-	D
A	C+	D-
A-	C	F
B+	C-	
B	D+	



SYLLABUS – [Quarter/Year]

[Department Abbreviation/Course Number Example: ENGL
101]

[Course Title Example: English Composition I]

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.]

Please refer to the Additional Information section below for What is Academic Dishonesty; Strategies to Avoid Academic Dishonesty; and Campus Resources for Additional Help.

- **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>

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, 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

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



SYLLABUS – [Quarter/Year]

[Department Abbreviation/Course Number Example: ENGL
101]

[Course Title Example: English Composition I]

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:

Important College-Wide Student Information: Visit www.clark.edu/cc/syllabi

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), 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.

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>

Academic Dishonesty Information:

What is Academic Dishonesty: Academic dishonesty often happens when students are stressed and feeling under pressure or when cultural differences lead to miscommunication around local customs. There are two main types of academic dishonesty.

- Plagiarism is when a student doesn't credit or properly cite the sources for their academic work.
- Cheating refers to a student getting or giving help on assignments that isn't allowed by the professor.

Clark College is here to support you as you work toward your academic goals and can help you avoid plagiarism or other types of academic dishonesty.



SYLLABUS – [Quarter/Year]

[Department Abbreviation/Course Number Example: ENGL
101]

[Course Title Example: English Composition I]

Strategies to Avoid Academic Dishonesty: The strategies below will help you to complete your class assignments ethically and honestly. This list is not complete, so always check with your professors to learn their expectations.

1. **Ask your professor:** If you are unsure what help or resources are allowed, ask your professor to clarify their expectations and instructions.
2. **Cite Your Sources:** When you use outside sources to support or expand your work, you must (1) say where the source material came from, (2) enclose in quotation marks any language taken from the source, and (3) cite the work in your assignment and on a separate reference page. Make sure the use of outside sources is allowed by your professor.
3. **Turn in Original Work:** Self-plagiarism is submitting the same work for credit in two different classes without professor permission. To avoid self-plagiarism, (1) only turn in work that you do for that class and (2) ask for permission before using work done in a different class.
4. **Do your Own Work:** Cheating is getting or giving help on assignments that isn't allowed by your professor. This includes sharing classwork with other students and buying or using papers and answers that aren't your own.
5. **Don't Fake Your Work:** Making up or falsifying your research, evidence, sources, or citations, or giving false information when completing a class assignment is a form of academic dishonesty.

Campus Resources for Additional Help: The campus resources below will help you to complete your class assignments ethically and honestly.

- **Your professors** are the ones evaluating your work. Ask questions about how to complete your assignments by visiting their office hours or sending them an email.
- **The Clark College Tutoring Center** offers one-on-one help with all types of academic work. Visit [Tutoring Services](#) to view schedules, for more information, or to find links to eTutoringOnline where you can also submit your papers to an online writing lab for tutoring support or receive live writing support via equestions.
- **Clark College Librarians** can provide one-on-one help with research projects and source citations. Visit the library or [chat with librarians online](#) for support.
- **The Career Center's Student Success Workshops** cover topics such as proper citation, online research, time management, test anxiety, and more. Visit the Career Center's website for more information and for a schedule of current workshops.
- **Other college resources** may help you address your specific needs and situation, including Financial Aid, Disability Support Services, the Counseling and Health Center, the Office of Diversity, Equity, and Inclusion, student support groups, etc.

Consequences for Academic Dishonesty: Faculty may give students a failing grade for an assignment, or, in extreme cases, the course. Students who plagiarize, cheat, or commit other types of academic dishonesty may also be referred by faculty to the Student Conduct Office for disciplinary action. These actions can include required anti-academic dishonesty learning activities or, in extreme or repeated cases, dismissal from an academic program.

If you wish to challenge a finding of academic dishonesty, you may submit a grade appeal beginning with the division chair associated with your class. To learn more, talk to your professor and review the course syllabus, your program's policies, and the Clark College Student Handbook.



SYLLABUS – [Quarter/Year]
[Department Abbreviation/Course Number Example: ENGL
101]
[Course Title Example: English Composition I]

COVID-19 Related Information:

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](#)



SYLLABUS - [Quarter/Year]
[Department Abbreviation/Course Number Example: ENGL
101]
[Course Title Example: English Composition I]

TENTATIVE COURSE OUTLINE

Wk	Date	Topic	Read	Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				