

*Template for CC course syllabus – edit out everything in bold. This template shows the minimum information students should be getting – you can add more. Your syllabus is a contract with the students and an arbiter of conflicts that may arise. Syllabi will be posted on the Casper College website.*

## CASPER COLLEGE COURSE SYLLABUS

**(Course Number and Title – (must match catalog - changes require curriculum committee approval)**

Semester/Year:

Lecture Hours: **(must match catalog)**

Lab Hours: **(must match catalog)**

Credit Hours: **(must match catalog)**

Class Time:

Days:

Room:

Instructor's Name:

Instructor's Contact Information: **(Include any information on when to call, answering machines etc.)**

Office Phone:  
Home Phone: **(if you choose)**

Email: **(include your home email only if you choose)**

Office Hours:

Course Description: **(catalog description – changes require curriculum committee OK)**

Statement of Prerequisites: **(changes require curriculum committee OK)**

Goal: **(what is the goal of this class – what do you hope for your students?)**

Outcomes: **(This is how you measure how you will reach your goal. Outcomes must be measurable, should have multiple measures of outcomes. Don't hesitate to let students know what it is you want them to know or do)**

Methodology: **(lecture, lab, demonstration, coop, online, video, telecourse etc.)**

Evaluation Criteria: **(be very specific – if you grade on participation, say so. Give as specific details on numbers of exams, quizzes, etc as you can, - you cannot change evaluation criteria without properly notifying the students- a written revision is better than just a verbal one. Let them know your percentage point cut-offs)**

Required Text, Readings, and Materials: **(including software programs, any special materials (e.g. Art: instruments, tools, etc.)**

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: **(college deadline or yours, if different) (Your attendance policy, exam, homework, assignment make-up policy, anything particular to your class)**

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment with our Accommodative Services Counselor at 268-2557.

Calendar or schedule indicating course content: **(be as complete here as possible, at least a grid showing week by week topics to be covered, assignments, due dates, readings etc. This can always be modified with a new handout later in the semester – better to hand out revised schedule than to trust verbal announcement)**