

<MUST be saved as an accessible PDF, EPUB or Word document on Blackboard so that it can be read by a screen reader or a student can adjust the font, if needed. Do not print to PDF. This method of creating a PDF does not preserve the document's accessibility features. Do not use the copy machine to PDF as that is a copy and is not accessible.>

Course Number, Course Title Syllabus

Instructor Information

- Instructor name and title
- Instructor office address
- Instructor office telephone
- Instructor office hours
- Instructor Hood e-mail address

Course Information

Course number and section

- Course Title
- Course Description
- Co-requisite or pre-requisite, if any
- Face-to-face class meeting days and times
- Class room number and building
- Virtual (online) meeting days and times, if any

<MUST be clear on how this course is being provided based on Hood Colleges descriptions>

<https://www.hood.edu/discover/welcome-home-blazers/academics-classrooms.>>

This course is considered:

- **Traditional, on-campus or bimodal:** Faculty and students will be in the classroom for the majority of class meetings. There may be some online elements to the class, but most classes will be in person.
- **Hybrid:** Courses will be delivered in both on-campus and online modalities. Faculty may deliver some class sessions online, with the remaining portion

offered in the traditional format. All synchronous online meetings will occur at the class meeting time and will be recorded and available for students to access.

- **Online:** Both faculty and students will work remotely for the entire class, with no live, real-time interactions required. Lectures may be pre-recorded and available to students.

****If this course is considered Traditional, on-campus or bimodal but you as faculty will be remote, please indicate that as well.**

COVID-19 Specific Information

- A mask is required in the classroom at all times, no exceptions. Not wearing a mask is not a reasonable accommodation under the Americans with Disabilities Act. The ADA does not provide any leeway for not wearing a mask. It is your responsibility to wear your mask as you travel on our campus inside and outside buildings. If you have a health condition that you believe would require the College to consider another way we might be able to accommodate you, please contact the Director of Campus Safety or the Director of Wellness to discuss your concerns.
- **Note social distancing requirements in the classroom:**
 - **Do not move desks in the classroom**
 - **Assigned seating for contact tracing purposes**
 - **Xxxxx**
 - **Xxxxx**

Course Expectations in an (online, bi-modal, and/or remote environment (This can also be explained below with course requirements by each individual assignment)

- **Insert specific expectations (especially if different depending on the students access to course by being remote, or in-classroom)**

- Insert specific expectations (especially if complete online (indicate clearly what readings are required versus additional recommended/secondary resources)
- Insert specific expectations (especially if grading rubrics are different based on assignment—meaning, if a discussion post, you might allow bullet point responses, will not grade for grammar, spelling, punctuation like you would for a paper assignment)

Course Overview and Goals

Insert Course Overview here

Upon Completion of this Course, students will be able to:

- Insert goal and/or objectives
- Insert goal and/or objectives
- Insert goal and/or objectives

<Tip: Insert items that are listed using a bulleted list or a numbered list so that they are easily navigable.>

Course Requirements

Class Participation (Please note how this is difference than attendance, how this will be graded/assessed--if attendance is/isn't, based on the different ways students are accessing your course (via fully online, in-class, if they are quarantined)

Insert description

Assignment 1

Insert description

Assignment 2

Insert description

Tests & Quizzes

Insert description

Assigned Readings

Insert description

Grading of Assignments

The grade for this course will be determined according to the following formula:

Assignments/Activities	% of Final Grade
Example: Class participation	Example: 20%
Example: Quiz	Example: 20%
Example: Project1	Example: 20
Example: Project 2	Example: 20%
Example: Test	Example: 20%

<MUST Add Alt Text to Table: Right click on the above table, select 'Table properties', and then select the Alt text tab. Enter text in the description window to describe the intended meaning of the table. Create a simple structure for your table so that it can be easily read. Avoid blank rows, columns, & merged cells.>

Letter Grades

Letter grades for the entire course will be assigned as follows:

Letter Grade	Points	Percent
A	4.00	Example: 92.5% and higher
A-	3.67	Example: 90.0 – 92.49%

B+	3.33	Example: 87.5% - 89.99%
B	3.00	Example: 82.5% - 87.49%
B-	2.67	Example: 80% - 82.49%
C+	2.33	Example: 77.5% - 79.99%
C	2.00	Example: 72.5% - 77.49%
C-	1.67	Example: 70% - 72.49%
D+	1.33	Example: 67.5% - 69.99%
D	1.00	Example: 62.5% - 67.49%
D-	.67	Example: 60% - 62.49%
F	.00	Example: 59.99% and lower

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View Grades

Example: Grades can be viewed on the Blackboard Course Management System for this course. <You can include a screenshot (with Alt-Text) of where your grades are on your Blackboard page.

Course Schedule

Topics and Assignments

Week/Date	Topic	Reading	Assignment Due
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Week 1, insert date	Insert topic	Insert reading	Insert assignment
Week 2, insert date	Insert topic	Insert reading	Insert assignment
Week 3, insert date	Insert topic	Insert reading	Insert assignment
Week 4, insert date	Insert topic	Insert reading	Insert assignment
Week 5, insert date	Insert topic	Insert reading	Insert assignment
Week 6, insert date	Insert topic	Insert reading	Insert assignment
Week 7, insert date	Insert topic	Insert reading	Insert assignment
Week 8, insert date	Insert topic	Insert reading	Insert assignment
Week 9, insert date	Insert topic	Insert reading	Insert assignment
Week 10, insert date	Insert topic	Insert reading	Insert assignment
Week 11, insert date	Insert topic	Insert reading	Insert assignment
Week 12, insert date	Insert topic	Insert reading	Insert assignment
Week 13, insert date	Insert topic	Insert reading	Insert assignment
Week 14, insert date	Insert topic	Insert reading	Insert assignment
Week 15, insert date	Insert topic	Insert reading	Insert assignment

Week 16, insert date	Insert topic	Insert reading	Insert assignment
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<Note: The 16 week period include breaks, i.e. spring and Thanksgiving, and finals.>

<Add Alt Text to Table: Right click on the above table, select ‘Table properties’, and then select the Alt text tab. Enter text in the description window to describe the intended meaning of the table. Create a simple structure for your table so that it can be easily read. Avoid blank rows, columns, & merged cells.>

Tests, Quizzes and/or Assessments (i.e. projects, portfolios, etc.)

- Insert test name and date
 - Indicate how it will be administered (i.e. Blackboard)
 - Indicate whether it is open notes/book

Midterm and Final Exam

- Insert test name and date
 - Indicate how it will be administered (i.e. Blackboard)
 - Indicate whether it is open notes/book

Course Materials

Required Textbooks & Materials

- Insert textbook or material name
- Insert textbook or material name

Optional Textbooks & Materials

- Insert optional textbook or material name
- Insert optional textbook or material name

Resources

(examples)

- Access your course materials
 - Link to your Blackboard page
- Databases, journal articles, and more
 - Hood College LibGuides
- Receive Assistance with strengthening your writing / tutoring
 - Hood College Writing Center
 - ThinkingStorm
 - Student Success Center
- Obtain 24/7 technology assistance
 - IT Help Desk

<Hyperlinks: Provide meaningful text for hyperlinks. Including both the descriptive link and the actual URL assures that students using both paper and electronic formats of your syllabus will be able to use the link.>

Course Policies

Attendance and Tardiness

Please note:

- how this may be different based on Contract Tracing requirements,
- will or will not be graded,
- any other specific differences based on online, bi-modal or traditional learning, quarantine, illness, etc.
- grading based on participation versus attendance

Late Assignment

- Please note any specific information that could be impacted by and/or differences based on online, bi-modal or traditional learning, quarantine, illness, etc.

Incomplete Grade Policy

- Please note any specific information that could be impacted by and/or differences based on online, bi-modal or traditional learning, quarantine, illness, etc.

Academic Honesty/Plagiarism

- Provide a link to Student Code of Conduct
- ****We are working on getting a proctoring program for faculty to use for Blackboard tests/quizzes, etc**** That could be added here as well if that is in place for the semester.

<Include your academic integrity statement here, such as the statement above.>

Accessibility Accommodations Disclosure Statement Based on a Disability

Samples provided in *Faculty Playbook* or contact Kate Gmuer, director of accessibility services at Gmuer@hood.edu if you want samples provided to you

<Include the disability disclosure statement, and you can provide link to Accessibility webpage>

Technology

Please be specific on:

- what technology you are using for your course
 - Blackboard
 - Zoom for class sessions, office hours
 - Microsoft 365 OneNote
 - Microsoft Teams
 - Specific programs for your course (i.e. a simulation product, STATA, etc.)
- what a student should do if they have limited access to technology (i.e. are sharing with a sibling/parent at home, potential bandwidth issues)
- what a student should do if they have technology issues during the semester (i.e. how do you want to be contacted, should they email Hood HelpDesk and 'CC' you so you are aware?)

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