

**College/School/Department/Address**

**Course number/name/CRNs for articulation purposes**

Example: COMM 001 Introduction to public speaking

**Your name and pertinent contact information (email, phone, office and hours)**

<b>Course Description and Learning Objectives(including SLOs)</b>	<b>Example:</b> Incorporation of the description from the SCC catalogue, SLOs and additional learning objectives																		
<b>Course Requirements (Method of instruction for the class, classroom standards, additional times)</b>	<b>Example:</b> "This is a lecture/performance/discussion course. Most of the class time will be spent listening to speeches and giving feedback to your peers. The class also requires outside observation of various types of speeches that are given in the community."																		
<b>Textbooks</b>	<table border="1"><thead><tr><th>ISBN</th><th>Author</th><th>Title</th><th>Price</th><th>Req/Rec</th><th>Year</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	ISBN	Author	Title	Price	Req/Rec	Year												
ISBN	Author	Title	Price	Req/Rec	Year														
<b>Recommended Items</b>	If there are additional materials or materials fees, you can list them here. Additionally, some instructors include a thumbnail image of the textbook.																		
<b>Assignments (including number of assignments and approximate point value)</b>	<b>Example:</b> "There will be four 50-point exams during the semester and one semester-long project that will be worth 100 points"																		
<b>Grading</b>	Point structure for tests, homework, reports, participation, make-ups, etc																		
<b>Missed assignment policies,attendance policies,classroom expectations, institutional-level expectations</b>	<b>Example:</b> "Late papers will not be accepted past the due date. Missed quizzes cannot be made up. Midterms and final exams may be taken early, but cannot be made up after the exam date." <b>Example:</b> "Your final grade is based, in part, on how you treat the learning community. Repeated disruptive behaviors will result in dismissal from class and a lowering of your final course grade. Non-participatory behaviors (sleeping, doing homework, and texting) are also not allowed."																		

<b>Important dates and holidays</b>	(including last day to add/drop/withdraw from class)
<b>Student resources</b>	financial aid, counseling, DSP, library hours, ASTC hours/location (hyperlink?)
<b>(additional cells)</b>	Anything else that is important for your class
<b>(additional cells)</b>	Anything else that is important for your class
<b>Attendance:</b>	Refer to Student handbook page 6. May include a hyperlink here
<b>Academic Honesty, Student Conduct and Discipline</b>	Refer to student handbook pages 15-23. May include a hyperlink here
<b>ADA Accommodations</b>	Refer to student handbook page 32. May include a hyperlink here