   
Course Syllabus Template – Minimum Requirements

*The following outline comprises the* ***minimum requirements for Three Rivers Community College (TRCC) course syllabi.*** *Departments may require additional elements. The use of this student-centered template helps instructors save time and eliminate redundant tasks with syllabus creation, and ensures compliance with accreditation and regulatory standards* ***(please delete this introduction from your finished syllabus before distribution).***

**Course Number – Course Title  
Meeting Days, Meeting Time, Room**

**Course Information**

* **Instructor Information**

|  |  |
| --- | --- |
| Name  Office Telephone (as applicable)  Telephone (as applicable)  **TRCC** Email address | Office Hours (as applicable) |

* **Course Description**

Prerequisite:

(Course description listed must be the same as the current catalog version.)

* **Required Materials**

Text: (Include title, author, edition, ISBN)

Other (as applicable, this may include calculators, technology, etc.):

* **Learning Outcomes**

Upon successful completion of this class, a student should be able to:

(This should include all department-approved outcomes for the course. These outcomes should be the same for all sections of the same course. See your department chair if you have any questions.)

**Grading**

* **Methods of Evaluation**

(Include all methods of evaluation and their weight towards the final course grade.)

* **Grading Policies**
* **Late Work**: (Decided by the instructor)
* **Missed Work Make-Up Policy:** (Decided by the instructor)
* **Extra Credit:** (Decided by the instructor)
* **Letter Grade Equivalents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Percent of  Points Earned** |  |  |
| A |  |  |  |
| A- |  |  |  |
| B+ |  |  |  |
| B |  |  |  |
| B- |  |  |  |
| C+ | (Decided by instructor |  |  |
| C |  |  |  |
| C- |  |  |  |
| D |  |  |  |
| F |  |  |  |

**Classroom Policies**

* **Attendance:** (Decided by instructor)
* **Communication:** All communication will occur by email. Please make sure that you check your TRCC email regularly to be informed of any changes in schedule.
* **Class Cancellation:**

**If school is cancelled**, notification of cancellation due to inclement weather will be available by telephone by 6:30 am for daytime classes and by 3:00 pm for class starting at 5:00 p.m. and later, by calling the College's main telephone at (860) 215-9000, pressing 1 and listening to the taped announcement. The College’s website will also have announcements available by accessing the www.threerivers.edu home page. The myCommnet Alert Notification System will also be used to deliver important information regarding weather-related class cancellations, via both email messages and text messages, to registered individuals. To register, log on to your myCommnet account at http://my.commnet.edu/ and follow the link to myCommnet Alert.

**If the instructor cancels class,** a notice will be placed on the classroom door. If time permits, students may be notified via email or Blackboard.

* **Withdrawal Policy:** You may withdraw from this class until the end of the 10th week of classes and you will receive a W grade on your transcript. However, you must complete a withdrawal form in the Registrar’s Office at the time of withdrawal; *if you merely stop attending classes you will be assigned a grade of F*. Any eligibility for refund of tuition is based on the date that the registrar receives the withdrawal.
* **Academic Integrity:** The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the Student Code of Conduct and Discipline Policy, as provided by the Connecticut State Colleges and Universities (CSCU) - Board of Regents for Higher Education (for additional information, please see the Academic Integrity section of the College Catalog

<https://catalog.threerivers.edu/content.php?catoid=9&navoid=645>

**Some** of the behaviors that will be considered cheating are:

* + Communicating with another student during a quiz or exam
  + Copying material from another student during a quiz or exam or from any assignment being graded
  + Allowing another student to copy from your quiz, exam, or any assignment being graded
  + Use of unauthorized assistance on any assignment being graded
  + Use of unauthorized notes or books during a quiz or exam
  + Providing or receiving a copy of a quiz or exam used in the course
  + Use of a cell phone or pager to transmit information during a quiz or exam

**Course Schedule**

This is the tentative schedule – instructor reserves the right to change dates throughout the semester. It is your responsibility to attend class to learn of any changes in schedule.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Content** | **Assignments** |
|  |  |  |
|  |  |  |

**College Policies**

* **Digication:** All students are required to maintain an electronic portfolio using the College template within Digication. Through this electronic tool, you will have the opportunity to monitor your own growth in college-wide learning. You will be able to keep and maintain your learning portfolio after graduation. For additional information, please visit <https://www.trcc.commnet.edu/learning-resources/eportfolio-digication/>
* **Disability:** Three Rivers Community Collegeis committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities. To this end, TRCC seeks to ensure that no qualified person is excluded from participation in, is denied the benefit of, or otherwise is subjected to discrimination in any of its programs, services, or activities. For additional information, please visit

<https://catalog.threerivers.edu/content.php?catoid=9&navoid=663#people-with-disabilities-policy>

* **Non-discrimination:** Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities. For additional information, please visit:

<https://catalog.threerivers.edu/content.php?catoid=9&navoid=663#Affirmative_Action_Policy/Nondiscrimination_Statement>

* **Sexual Misconduct:** The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking**.** For additional information, please visit:

<https://catalog.threerivers.edu/content.php?catoid=9&navoid=663#sexual-misconduct-reporting>

**For more information on additional College policies, please visit** <https://catalog.threerivers.edu/content.php?catoid=9&navoid=663>