**Syllabus Plan**

Email syllabi as a pdf to your Chair and syllabi@cisco.edu *before the* *start of term*. Faculty may determine organization and design. Consult the [Cisco Style Guide](https://www.cisco.edu/about/offices/marketing) to ensure consistent use of the college brand.

**Heading**: Cisco College

Cisco or Abilene Campus

Course Title, Number & Section

Semester and Year

**Professor Name**

**Contact Methods & Availability**

Must include:

* + office location, office, phone, email
	+ response time for email and voicemail
	+ days, times, and location for on-campus and/or virtual office hours (FT faculty should include at least 5 hours per week students may meet or communicate with them in real time)
	+ other preferred days/times for appointments and appointment format

**Course Description** (as stated in the catalog)

**Course Structure and Credits** (lecture and/or lab hours per week, days/times, format, location, and final exam time)

**Prerequisites** (as stated in the catalog)

**Transferability statement** (if applicable)

**Required Textbooks, Technology, & Materials**

* include technology specifications or system requirements as applicable
* include link to [Accessibility and Privacy Statements](https://ciscocollege.instructure.com/courses/14725/pages/accessibility-and-privacy-for-course-technologies) page and notify Distance Educationof any new required technologies *before the* *start of term.*

**Student Learning Objectives and Methods of Assessment or Exit Competencies and SCANS**

**Major Units of Study** (include a calendar, schedule and/or due dates)

* avoid due date/time and availability conflicts (i.e. have weekend availability if assignments are due Sunday night)
* avoid conflicts with college holidays (i.e. work due Easter Sunday or during Spring Break)

**Student Conduct, Notices and College Policies** Students are expected to follow all classroom policies listed in the course syllabus. College-wide policies can be found in the Official Catalog and the Student Handbook. Inappropriate behavior in the classroom shall result, at a minimum, in a request to leave class. The Student Handbook contains a list of specific prohibitions. (Faculty may add reference to program handbooks.)

* **For dual credit add:** Dual credit courses are more challenging than high school courses and expect students to complete work on par with any other college student, demonstrate maturity and openness to new and varied ideas. Student information, attendance, and performance/grades will only be discussed with the student.

**Course Content** College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content. (Faculty may add to notice).

* **For online classes add:** An online format does not warrant less respectful behavior and will not excuse offensive behavior. Respecting diversity in an online format requires the respectful address of ideas without personality or identity assumptions.
* **For dual credit add:** Dual Credit students will comply with all enrollment, attendance, and financial and course policies by Cisco College and their high school. Policies regarding disclosure of information regarding student performance, withdrawing from a class, and student support services may be found on the Cisco College Dual Credit webpage.

**Academic Integrity** It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and subjects the offender to disciplinary action. The Student Handbook contains a list of academic integrity definitions and violations. (Faculty may add to notice.)

* identify specific prohibitions if applicable (i.e. Google translate, citation generators, reusing papers)

**Cross-Listed Course Sections** For reasons of pedagogy and course management, this course may be cross-listed with one or more other course sections on Canvas. Cross-listed course sections may interact. (Applicable to cross-listed sections of any format.)

**Changes to the Syllabus** The schedule and procedures in this syllabus are subject to change if deemed appropriate by the instructor. (Faculty may add to notice.)

**Disability Services/ADA Accommodations** Cisco College provides appropriate accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the Disability Services Coordinator as early as possible. Early notice is required to prepare for and provide special accommodations by the first week of class. It is the student’s responsibility to provide the necessary documentation to the Disability Services Coordinator prior to receiving accommodations. (Legal notice-do not alter).

* **For Dual Credit add:** Dual Credit students should follow Cisco College procedures to receive accommodations as high school accommodations do not apply to college courses. The high school counselor can assist you in contacting the Disability Services Coordinator.

**Title IX** The College prohibits Sexual Misconduct and is committed to the timely and fair resolution of Sexual Misconduct cases. The College encourages prompt reporting of all types of Sexual Misconduct. The College has defined Sexual Misconduct as any unwelcome conduct of a sexual nature. The following persons may be contacted regarding Title IX issues: Title IX Coordinator (254-442-5022), Dean of Students (254-442-5173), Provost (325-994-4401) or any counselor. (Legal notice-do not alter.)

**Parenting Students** As a parent, the Title IX office can assist you with reasonable accommodations necessary for your academic success. These accommodations may be provided while a student is pregnant, during any pre- or post-delivery complications, and while parenting or caretaking. If you are a parent or guardian of a child younger than 18 years of age or expecting a child, please complete the Pregnancy and Parenting Support Form. This form is your opportunity to notify Cisco College that you are a parenting or pregnant student and/or may need accommodation due to parenting or pregnancy-related issues. Please note that pregnancy and parenting statuses apply to both partners, regardless of sex or gender identity. (Legal notice – do not alter).

**HB 1508** For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency. (Applicable to courses in programs that lead to state licensing. Legal notice-do not alter.)

**Student Help & Resources**: Students are encouraged to utilize the Canvas and online learning resources provided on the Distance Education webpage and the Student Resources provided on Canvas. For Canvas assistance: online@cisco.edu or 325-794-4480. For assistance with college computers, software, and email: helpdesk@students.cisco.edu.

**Attendance Policy** Prompt and regular class attendance is necessary for satisfactory work. Attendance is defined by physical attendance or participation in an academically related activity. See College Catalog for the full class attendance policy. (Faculty may excerpt from college catalog).

* **For online classes add:** Specify what constitutes an absence. (i.e. missed assignment, week without participation or communication)

**Grading Policy**

**Exam Policy** (must include dates, times, and location of proctored exams; should include availability during online exams)

**Late Work/Extra Credit Policy**

**Student Technology Use in Classroom** Use of communication devices is prohibited during class. Exception to this policy may occur due to college-wide emergency notification or at the discretion of the instructor. In order to protect the privacy of other students and to encourage open discussion, covert digital recording is prohibited in the classroom and material from online classes may not be recorded, shared, or reposted publically. Students are expected to follow the Student IT Policy as stated in the Student Handbook.