

Course Syllabus
Wilbur Wright College
One of the City Colleges of Chicago
Semester and Year

Course Prefix and Catalog Number:

Course Title:

Length of Course:

PCS Code:

IAI Code:

Semester Credit Hours:

Contact Hours:

Lecture Hours:

Lab Hours:

Class Meeting Times:

Building / Room:

Instructor:

E-Mail:

Phone:

Office:

Office hours: (7/week for full-time faculty. 1/week per course for part-time faculty)

Course Website: (If using Blackboard: ccc.blackboard.com)

Course Catalog Description:

Prerequisites:

Course Objectives:

- 1.
- 2.

Student Learning Outcomes:

Upon successful completion of the course, students will be able to:

- 1.
- 2.

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| Suggested Topical Outline | | | | | |
|-------------------------------------------------------------------------|---------------------|-----------------------------------------|------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------|
| Class Units (# of units is dependent on course – adjust accordingly) | Topic (Required) | Content (Optional - provide details) | Lab Information (As Applicable – See IAI Science Panel) | Desired Outcome(s) (Optional – List SLO #s) | Suggested Assessment Method(s) (Optional – List Methods) |
| Unit 1 | | | | | |
| Unit 2 | | | | | |
| Unit 3 | | | | | |
| Unit 4 | | | | | |
| Unit 5 | | | | | |
| Unit 6 | | | | | |
| Unit 7 | | | | | |
| Unit 8 | | | | | |
| Unit 9 | | | | | |
| Unit 10 | | | | | |
| Unit 11 | | | | | |
| Unit 12 | | | | | |
| Unit 13 | | | | | |
| Unit 14 | | | | | |
| Unit 15 | | | | | |
| Unit 16 | | | | | |

Students Course is Expected to Serve:

Texts, Materials, and Resources:

- Text:
- Materials:
- Resources:
- Supplies:

Suggested Methods of Instruction:

Methods of Assessment and Evaluation:
 (Formative and Summative)

Grading Scale:

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Assignments:</p> <p>(Note: Leave specific assignments blank for Master Course Syllabus, but submit for Instructor Course Syllabus.)</p> | <p>Grade Distribution:</p> <p>90 % to 100 % = A 80 % to 89% = B 70 % to 79 % = C 60 % to 69 % = D Below 60% = F</p> |
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Late Work and Make-up Assignments: (What are your policies? Will you accept late work? How late after the due date? What is the grade penalty?)

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Exit Assessment/Competencies (as applicable):

Definition/Statement of Active Pursuit of the Course:

District and College attendance policies are listed in the college catalog and the Student Policy Manual:

<http://www.ccc.edu/menu/Pages/Policies.aspx>

Students who are not actively pursuing the course at midterm will be withdrawn from class and issued a grade of ADW (Administrative Withdrawal) by the instructor. Active pursuit should be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

Please note: If a student is actively pursuing a course but is not achieving a passing grade, that is not grounds for an ADW.

“No Show” Policy: If a student registered for the course before the start time of the first class period, but 1) did not attend the first 2 classes, or 2) attended only 1 of the first 3 classes and failed to notify the instructor of his or her intentions to continue the class, the faculty member may award the student an “NSW” and will remove the student from the course.

Academic Integrity: The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of “F” by the instructor. *See the Student Policy Manual for additional information.*

Student Conduct: City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the college. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities, and the following policies.

“The Standards of Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.”

Misconduct for which students are subject to college discipline, up to and including expulsion from the college, can be found on page 68-69 of the Student Policy Manual.

Classroom Etiquette: (e.g., cell phones, PDAs, food/drinks, talking, leaving the classroom)

Disability Access Center: Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Disability Access Center located in Room L-135, (773) 481-8016, as soon as possible.

Support Services: Wright College is committed to your success! Below you will find a list of offices you may wish to contact during the semester for assistance:

| | | |
|--------------------------------------------|------------|--------------|
| • Academic Support Center (Tutoring) | Room A-245 | 773.481.8976 |
| • Business Services | Room A-138 | 773.481.8450 |
| • The Gateway Advising and Transfer Center | Room A-120 | 773.481.8200 |
| • Computer Support Services | Room L-101 | 773.481.8750 |
| • Disability Access Center | Room L-135 | 773.481.8015 |
| • Records Office | Room A-129 | 773.481.8060 |
| • Veteran’s Office | Room A-128 | 773.481.8100 |
| • Wellness Center | Room S-106 | 773.481.8560 |
| • Writing Center | Room S-101 | 773.481.8458 |
| • Wright in Your Corner (Student Center) | Room S-100 | 773.481.8148 |
| • Wright Emporium | Room S-102 | 773.481.8458 |