# Umpqua Community College Syllabus

Course Name and CRN Term and Year

## **INSTRUCTOR INFORMATION**

### Instructor:

Email:

Phone Number:

Office Location/Hours*:*

Communication Response Time:

**COURSE INFORMATION**

Credits:

Course Location:

Course Meeting Times:

Prerequisites/Co-requisites:

Course Materials/Textbooks:

First Class Meeting Date

Drop for Non-Attendance: As per the College Catalog, students who do not attend the first class meeting of the term may be dropped by the instructor. Contact the instructor if you will miss the first meeting.

## **COURSE DESCRIPTION**

**COURSE OUTCOMES**

Students who successfully complete this course will:

1.

2.

3.

4.

## **TECHNICAL SKILLS**

### Required Technical Skills:

Technical Assistance:

* UCC Online: [ucconline@umpqua.edu](mailto:ucconline@umpqua.edu) or 541-440-7685
* Self-Service Banner reset call Admissions office at 541-440-7743
* UCC Help Desk: [helpdesk@umpqua.edu](mailto:helpdesk@umpqua.edu) or 541-440-7808

## **GRADING SCALE AND LATE WORK POLICY**

### Grading Scale:

Late Work Policy:

**COURSE SPECIFICS**

## **SCHEDULE OF ASSIGNMENTS**

List your weekly overviews List your weekly outcomes

List weekly readings & resources

List your weekly assignments and learning activities List your weekly discussions if applicable

List your grading criteria

**COLLEGE POLICIES AND RESOURCES**

**Academic Integrity**

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and the college. The academic integrity of each student is crucial not only to that individual student’s quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty. For more information regarding possible violations, penalties, and procedures, see UCC Student Code of Conduct 721.4 Academic Integrity: [http://umpqua.edu/student-code-of-conduct?showall=&start=5](http://umpqua.edu/student-code-of-conduct?showall&amp;start=5%20)

### **Non-Discrimination Statement**

It is the policy of Umpqua Community College that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity, nondiscrimination, or Title IX issues should contact the Dean of Student Services at 541- 440-7860. Additional information can be found on the UCC website: [http://umpqua.edu/equal-](http://umpqua.edu/equal-opportunity) [opportunity,](http://umpqua.edu/equal-opportunity) [http://umpqua.edu/non-discrimination,](http://umpqua.edu/non-discrimination) and <http://umpqua.edu/title-ix>,

### **Accessibility Statement**

UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Accessibility Services Office in the LaVerne Murphy Campus Center. If you plan to use academic accommodations for this course, please contact your instructor and our office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the “Approved Academic Accommodations” letter sent by email. To request academic accommodations for a disability, please contact the Accessibility Services office at (541) 440-7900 or Oregon Relay 1-800-735-2900. Additional information can be found on the UCC website: [http://umpqua.edu/accessibility-services (Links to an external site.)](http://umpqua.edu/accessibility-services)

### **Canvas ADA Compliance Statement**

Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

### **Student Resources**

Visit the E-Learning Resources Quick Links page for information on advising, tutoring, registration, consumer information, student code of conduct, and other helpful information: [http://umpqua.edu/ucconline-elearning-resources.](http://umpqua.edu/ucconline-elearning-resources)

Student Resources related to COVID [*https://www.umpqua.edu/keep-learning*](https://www.umpqua.edu/keep-learning)