ACC Syllabus Checklist

These items are required in ACC articulated course syllabi; additional info. can be included.

Course Data	**[ ] High School Name and Year i.e.: Canby High School - 2020-2021** **[ ] Course Titles (Both high school title and CCC title)** **[ ] Course Prefix & Number (Both high school and CCC, i.e. WR-121)** **[ ] Number of Credits (Both high school credits and CCC credits)** **[ ] Length of Course (i.e. 1 Trimester or 2 Trimesters or Full Year or 1 Semester)**
Instructor Information	**[ ] Instructor Name** **[ ] HS Email Address** **[ ] HS Phone #** **[ ]Office Hours** **[ ] HS Course Website or URL (if applicable)** **[ ]ACC Website:www.clackamas.edu/acc**
Course Outline Information *Extracted from departmental course outlines.	**[ ] ACC Course Description** (Need to include both HS Description & College Description) **[ ] ACC Course Prerequisites** (List both HS and CCC Pre-requisites) If none, list "None" **[ ] Student Learning Outcomes** (At a minimum, the CCC learning outcomes from the CCC course outline(s) should be used and any other additional outcomes for your course that are above and beyond the college course - e.g. what do you want students to know or be able to do by the time they finish your course?)
Required Course Materials	**[ ] Textbook Information: Title, Author, Edition and ISBN #** **[ ] Required Supplies**
Grading Criteria	**[ ]Grade options and Grading Scale.** Provide explanation of how college grade will be calculated if different from high school grade. (i.e. 2 semester grades will be averaged for the college credit grade.) **[ ] Exams and Relation to Grade** **[ ] Quizzes and Relation to Grade** **[ ] Homework and Relation to Grade** **[ ] Projects and Relation to Grade** **[ ] Class Participation and Relation to Grade** **[ ] Include statement:** College grades should be checked at the end of each course and are found through the student MyClackamas account, under account information and then clicking on grades or unofficial transcript – https://my.clackamas.edu/ If a grading error is found, contact your high school instructor and/or accinfo@clackamas.edu right away.
Class Policies	**[ ] Attendance Requirements and Relation to Grade** **[ ] Academic Dishonesty Policy** **[ ] Reference to Student Handbooks – Paste this Statement**: Because this class is an ACC class, earning high school and college credit, students are held to student conduct policies for the high school and Clackamas Community College. Please refer to the High School Student Handbook, the ACC Student Handbook at: https://www.clackamas.edu/docs/default-source/degrees-certificates/community-education/high-school-connections/acc-student-handbook.pdf?sfvrsn=b35e38d4_6 and the College Student Handbook at: https://www.clackamas.edu/docs/default-source/general-forms-and-documents/studenthandbook.pdf?sfvrsn=53b3b468_12 CC Learning Center Access (if applicable) – If registered for the college credit, you have access to free tutoring and supports - www.clackamas.edu/LearningCenter/ **Optional Statement: Get help @ CCC Library:** Need credible sources but don't know where to start? Searching for a book, article, or data to support your argument? Need to cite a source in your bibliography? Ask a librarian! Research help is available in person, at the Reference Desk (in the Dye Learning Center), by phone (503-594-6042), by email (reference@clackamas.edu), and online 24/7 via the live chat box (library.clackamas.edu).
Weekly Course Schedule (Major Topic Outline)	**[ ] Week 1 thru end of course Weekly Topics/Activities, Projects Tests/Quizzes/Final** **[ ] Include Statement:** This Schedule and Syllabus are subject to revision at the discretion of the ACC instructor or the college.

You are free to format your syllabus however works best for you and your students, or you can use the ACC Syllabus Template (Emailed as a separate document.)