**Advanced College Credit Syllabus Template**

* All text in red is instructional and should be edited/removed from your submitted syllabus
* All items marked with an asterisk throughout this document, indicates this information is available from the CCC Course Outline System, accessible at: <http://webappsrv.clackamas.edu/courserequest/viewrequest.aspx>

**Course Name | High School Name | Term and Year (i.e. Fall 2021)**

**College Credit is available for this course, through Clackamas Community College**

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| **High School Course Title/Crs #** | **\*College Course Title /\* Crs. #** |
| **High School Credits/ Instructional Hrs.** | **\*College Credits / \*Instructional Hrs.:**  |
| **High School Prerequisites:** | **\*College Prerequisites:**This info is found on the CCC Course Outline available at:<http://webappsrv.clackamas.edu/courserequest/Default.aspx> click on view/print Course Outlines  |
| **Length of Course:** i.e.: 18 weeks or 11 weeks | **High School Grade Level(s):** i.e 11th and-12th |

**Instructor Information:**

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| **Instructor Name:**  | **Phone:**  |
| **E-mail:**  | **Office Hours:** i.e: 7:45am – 8:25am in room 202  |
| **HS Course Website:** (if applicable) | **ACC Website:** [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register)  |

**Course Information:**

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| **HS Course Description:** |

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| **HS Learning Targets/Outcomes:** |

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| **\*CCC Course Description**: CCC Course Descriptions are available at the CCC Online Outline System: <http://webappsrv.clackamas.edu/courserequest/Default.aspx> click on view/print Course Outlines. NOTE: Please do not share the link to the CCC Course Outlines, this is only for CCC ACC instructor use, not for public use. |

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| **\*CCC Student Learning Outcomes:** CCC Student Learning Outcomes are available at the CCC On-line Outline System: <http://webappsrv.clackamas.edu/courserequest/Default.aspx> click on view/print Course Outlines |

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| **Textbook:** (Title, Author, Edition and ISBN#): |

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| **Required Supplies:** This Item is Optional. If no supplies are required, delete this section |

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| **CCC Grade Calculation** (if different than high school grades) i.e.. CCC grades will be calculated using an average of 1st Semester and 2nd Semester grades, or SPN101 will reflect 1st Semester Grade, SPN102 will reflect an average of 1st and 2nd semester grades, SPN103 will reflect 2nd semester grade. |

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| **Final Grades**: College grades should be checked at the end of each course by logging into my.clackamas.edu and clicking ‘Account Information’ and ‘Unofficial Transcript’. If a grading error is found, contact your high school instructor and/or accinfo@clackamas.edu right away. |

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| **Assessment Policies:** (Example – Please edit to reflect your course assessment policies)* Tests/Quizzes must be taken on the assigned date.
* Missing a review day is not grounds for skipping a test.
* If you have an excused absence on the day of a test you must make that test up within one week. (Maximum score of 80% of your score on the test after one week)
* Credit will not be given for assessments missed due to unexcused absences.
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**Class Policies:**

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| **Attendance Policy**: Sample policy— Please edit to reflect your course attendance policiesAttendance is mandatory for this class. Any missed days must be excused through the school. Unexcused absences result in no credit being given for work done that day. Excessive absences, even excused, may result in no credit from the course. |

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| **Assignment Policies:** Please edit to reflect your course assignment policiesWork must be done in a manner that is easy enough for another student to follow. This means you are REQUIRED TO SHOW WORK ON ALL PROBLEMS and stay organized. * Graded assignments will be worth 10 – 20 points each.
* Work that is “due” must be submitted at the beginning of class (1st two minutes) to be considered on time. Please respect this deadline.
* Class time will not be used for make-up work.
* Credit will not be given for assignments missed due to unexcused absences.
* Special circumstances do arise. You need to speak with me individually for any possible exceptions.
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| **Daily participation points: (**Example – Please edit to reflect your course participation points)To earn full participation points:1) Be on time and prepared for class. A tardy reduces your participation points for the day.2) Students are expected to work “bell to bell” with their BEST effort, engaged in the lesson or assigned problem set.3) Be courteous and respectful to all members of the class.4) NO HEADPHONES, CELL PHONES, GAMES, or other electronic disturbances during instruction. Electronic use that impedes learning will reduce class participation points and parents will be notified. |

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| **Academic Dishonesty Policy**Insert the HS Academic Dishonesty Policy and clarify ramifications for high school credit and for college credit—the ramifications can be different for high school credit and for college credit. |

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| **Student Handbooks**: 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 these documents: * Your High School Student Handbook: link to HS handbook
* ACC Student Handbook: <https://www.clackamas.edu/docs/default-source/degrees-certificates/community-education/high-school-connections/acc-student-handbook.pdf?sfvrsn=b35e38d4_14>
* CCC Student Handbook at: <https://www.clackamas.edu/docs/default-source/general-forms-and-documents/studenthandbook.pdf?sfvrsn=53b3b468_12>
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**Student Success and Supports**

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| **Suggestions for Student Success: Optional Section, Edit as you wish, but do include the CCC Resources**1.) Actively engage yourself in the class2.) Consistency is the key to studying for any subject. 3.) Make up work immediately after an absence and get the notes from someone who was in attendance. 4.) Ask questions. Ask questions. Ask Questions!5.) DO NOT MISS CLASS. All the students I’ve seen struggle in class, started struggling due to missed class time.6.Take advantage of the resources at Clackamas Community College:**CCC Learning Center Access**: If registered for college credit, you have access to free tutoring and supports at [www.clackamas.edu/LearningCenter/](http://www.clackamas.edu/LearningCenter/) **CCC Library Assistance:** 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](http://libguides.clackamas.edu/home)).**CCC Student ID Card:** To access CCC Services on campus, you will need your CCC Student ID. To get your CCC ID card, you must be registered in the current term. Visit any CCC Campus (Oregon City, Harmony or Wilsonville) and go to the Student Registration Counter with picture ID to get your picture taken for the CCC Student ID card. |

**Registration for College Credit at Clackamas Community College**

Students are responsible for meeting all registration, drop, and payment deadlines for their ACC college classes. Registration instructions and deadlines are found at: [www.clackamas.edu/acc/register](http://www.clackamas.edu/acc/register)

ACC Students should also read the ACC Student Handbook for information on student expectations and ACC Program Policies. Visit: <https://www.clackamas.edu/docs/default-source/degrees-certificates/community-education/high-school-connections/acc-student-handbook.pdf?sfvrsn=b35e38d4_6>

**Sample Weekly Schedules for Trimester and Semester Schools**

Please delete the schedule table that you will not be using

**Trimester Course Schedule**

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| --- | --- | --- | --- |
| **Week**  | **Topic/Activities** | **Homework/Assignments/Assessments** | **Due Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
|  | **Final Exam** | **Final Project Due** |  |

 **\*PLEASE NOTE:** The calendar and syllabus are subject to revision at the instructor’s discretion.

**Semester Course Schedule:**

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| --- | --- | --- | --- |
| **Week**  | **Topic/Activities** | **Homework/Assignments/Assessments** | **Due Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
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| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 | **Final Exam** | **Final Project Due** |  |

 **\*PLEASE NOTE:** The calendar and syllabus are subject to revision at the instructor’s discretion.