**As of 11/11/21, this syllabus template has been updated from previous versions and passed through a UCC legal review**. Use this template in a manner that supports what you have already designed for your course(s). Please make sure to delete instructions which [APPEAR IN BRACKETS] and/or all highlighted UPDATE demarcations. Customize any language which *appears in italics*.

# **Umpqua Community College UCC Syllabus**

**Course Name and CRN Term and Year**

UPDATE if an in-person class:

Please wear an approved COVID Mask to every class meeting.

## **INSTRUCTOR INFORMATION**

### Instructor:

Email: *The primary way to contact me is via the Inbox in Canvas messages. If for some reason you cannot access Canvas to reach me, you may email me at first.last@umpqua.edu.*

Phone Number:

Office Location/Hours:

Communication Response Time: [FOR ONLINE OR REMOTE COURSES:] *Typical response time may be within 24 hours Monday through Thursday and within 48 hours Friday through Sunday.*

## **COURSE INFORMATION**

Credits:

Course Location: [FOR ONLINE OR REMOTE COURSES:] *Online at* <https://umpqua.instructure.com>

Course Meeting Times:

Prerequisites/Co-requisites:

Course Materials/Textbooks:

First Class Meeting Date: [FOR FACE-TO-FACE, HYBRID OR REMOTE COURSES: ENTER FIRST CLASS MEETING DATE; FOR ONLINE COURSES: ENTER FIRST DAY OF THE TERM]

Drop for Non-Attendance:

[FOR FACE-TO-FACE, HYBRID OR REMOTE COURSES:] *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.*

[FOR ONLINE COURSES:] *As per college catalog, students who do not attend the first class meeting of the term may be dropped by their instructor. Attendance in this online course is measured by completing* [NAME OF ASSIGNMENT] *in the first week by* [ENTER DUE DATE - Wednesday 11:59 PM].

## 

## **COURSE DESCRIPTION**

## **COURSE OUTCOMES**

Students who successfully complete this course will:

1.

2.

3.

4.

### **Updated sections below.**

### **TECHNICAL SUPPORT & SKILLS:**

## Laptops are available for check out to students through the UCC Library. WiFi hotspots are also available for check out. All UCC students should possess basic computer and internet skills, and/or inquire with a UCC Career Coach for this fundamental computing instruction. A reduced cost MS Office program is available through the bookstore and a free version is available online at this link: [FREE version of Microsoft Office 365 as a UCC student (Links to an external site)](https://umpqua.edu/images/resources-services/academic/student-forms/downloads/Office_365_for_Students_07152020.pdf).

##### **UCC TECHNICAL SUPPORT PHONE & EMAIL**:

##### UCC Online: [ucconline@umpqua.edu](mailto:ucconline@umpqua.edu) or 541-440-7685

##### UCC Help Desk: [helpdesk@umpqua.edu](mailto:helpdesk@umpqua.edu) or 541-440-7808

##### Self-Service Banner reset call Admissions office at 541-440-7743

##### Canvas 24-hour Support Hotline: 855-782-5890

**ADA COMPLIANCE & PRIVACY STATEMENTS**: Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines**.** Please find links below for details of privacy and compliance for Zoom and Canvas:

[Canvas Accessibility and VPAT Statement](https://www.instructure.com/canvas/accessibility?newhome=canvas) [Canvas Privacy Policy](https://www.instructure.com/policies/privacy?newhome=canvas)

[Zoom Privacy Statement](https://zoom.us/accessibility) [Zoom Accessibility Statement](https://zoom.us/accessibility)

## **GRADING SCALE & LATE WORK POLICY**

### Grading Scale:

Late Work Policy:

Grading Feedback: [STATE YOUR GRADING FEEDBACK METHODS AND TURNAROUND TIME]

## **COURSE SPECIFICS**

## **SCHEDULE OF ASSIGNMENTS**

[IF NOT ALREADY LISTED IN YOUR WEEKLY MODULES, THE FOLLOWING MAY BE INCLUDED HERE: WEEKLY OVERVIEWS, OUTCOMES, READINGS & RESOURCES, ASSIGNMENTS AND LEARNING ACTIVITIES]

## **COVID 19 POLICY**

## Students must wear approved masks on campus in all closed spaces, classrooms and buildings. Outside they must be worn if a six-foot, safe, social distance cannot be maintained. COVID masks are available at UCC Student Services and the UCC Bookstore.

**ACADEMIC INTEGRITY**

Umpqua Community College is committed to providing our students quality education that upholds excellent academic standards. Academic integrity means academic honesty in presenting one’s work as one’s own, and the ethical adherence to guidelines set by individual instructors and the college. Academic dishonesty (plagiarism, misrepresentation of work, cheating, use of online websites for test answers, etc.) jeopardizes our students’ educational experiences, 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)

### **INCLUSION, EQUITY & ACCESSIBILITY STATEMENTS**

Umpqua Community College affirms values that foster a fully inclusive and welcoming environment while promoting scholarship, innovation, and a campus climate that reflects a deep appreciation and acceptance of diversity. UCC is dedicated to supporting education and personal growth to prepare students for their lives after graduation, thereby enhancing the broader community.  By responding respectfully and effectively to people of all cultures, backgrounds, abilities, and lifestyles, we recognize and affirm the values, worth, and dignity of all individuals, families, and communities. For more on UCC’s commitment to inclusion and equity visit the Inclusion, Diversity, and Equity Action Leadership (IDEAL) Committee resource page at: <https://umpqua.edu/ideal-committee/resources>

**Non-discrimination:** 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:** Any student who feels he or she may need an accommodation for any type of disability should contact 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

### **Consumer & General Information**

Umpqua Community College is required by the Higher Education Act of 1965, as amended, to disclose certain information to enrolled students, prospective students, parents, employees, and others: <https://umpqua.edu/consumer-information>

**UCC STUDENT SERVICES, TRIO & Veterans Center**

### We are committed to your success as UCC students and developing professionals. Please take advantage of the many support centers and programs we provide across campus. The UCC Veterans Center is in ESB 17. TRIO (Transfer Opportunity Program) is in ESB 10 and 15.

### Career Coaching, Academic Advising, mentoring, tutoring, leadership development opportunities, wellness resources, financial aid, extracurriculars, financial resources, and career exploration is offered by UCC Student Services. See details at <https://www.umpqua.edu/current-students>