

# SYLLABUS

[Semester & Year]  
[Course Prefix Course Number – Section]  
[Course Title]

## CONTACT INFORMATION

**Instructor:** [First Name Last Name, Pronouns]  
**Room Number:** [Office Location]  
**Phone:** [HS Contact Information]  
**Email:** [HS Contact Information]

## COURSE IMPORTANT DATES

**Start Date & End Date:** [e.g., 8/22/2022-12/13/2022]  
**Meeting Days:** [e.g., Mondays & Wednesdays, Fridays]  
**Start Time & End Time:** [e.g., 9:05-10:15, 9:35-10:20]

### **DROP/CENSUS DATE: [DATE PROVIDED BY RRCC CE DEPT]**

This is the last day you can remove yourself from this class without penalty, having to pay for the class and without the class showing on your permanent student record. If you are considering dropping the class, please talk to your instructor first. All students are encouraged to talk with their high school counselor and RRCC CE Navigator.

### **WITHDRAW DATE: [DATE PROVIDED BY RRCC CE DEPT]**

This is the last day you can remove yourself from this class and receive a “W” for the class instead of a grade. If you are considering withdrawing from the class, please talk to your instructor first. All students are encouraged to talk with their high school counselor and RRCC CE Navigator about how withdrawing may affect their goals. Withdrawing from RRCC classes can impact future financial aid eligibility at RRCC. More financial aid information can be found [here](http://www.rrcc.edu/financial-aid) (http://www.rrcc.edu/financial-aid).

## **COURSE INFORMATION**

### **COURSE TITLE**

[REQUIRED for ALL courses: Enter the [course title from the CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) (https://erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor) here.]

### **CREDITS**

[REQUIRED for ALL courses: Enter the [course credits from the CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) (https://erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor) here.]

### **COURSE DESCRIPTION**

[REQUIRED for ALL courses: Enter the [course description from the CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) (https://erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor) here.]

### **COURSE PREREQUISITES/CO-REQUISITES**

[REQUIRED for ALL courses. Find course prerequisites from the [RRCC Catalog](https://rrcc.smartcatalogiq.com/) (https://rrcc.smartcatalogiq.com/)]

### **REQUIRED TEXTBOOK/COURSE MATERIALS**

[REQUIRED for ALL courses: If any enter Textbook, Edition/Course Materials]

### **COURSE LEARNING OUTCOMES**

[REQUIRED for ALL courses: Enter the [course learning outcomes from the CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) (https://erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor) here. Please note that if your course has not yet been updated in CCNS, these are called *standard competencies*.]

### **GT PATHWAYS STATEMENT, CONTENT CRITERIA, COMPETENCIES, AND STUDENT LEARNING OUTCOMES**

[If your course is not GT, delete this section.]

[If your course is GT, it will have a "GT-\_\_\_\_" code at the end of the Title found in the [course title from the CCNS](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor)

([https://erpdnssb.cccs.edu/PRODCCCS/ccns\\_pub\\_controller.p\\_command\\_processor](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor)) here.]

[All GT courses REQUIRE verbatim wording specific to the GT course type that includes the GT Pathways Statement, the Content Criteria specific to the GT category, and the Competencies and Student Learning Outcomes specific to the GT category – [See the specific GT wording for your course here.](#) (<https://internal.cccs.edu/academic-affairs/common-course-numbering-system/guaranteed-transfer-pathways/>).]

[Using the link above, click on the GT category of your course (e.g., GT-CO1 or GT-SC1). This will bring up a document that includes all the GT wording required to be included in your syllabus. In the specific documents the text in red font is explanatory and should not be included in syllabi. The text in black font is required in every GT Pathways instructor’s syllabus per State Board for Community Colleges and Occupational Education (SBCCOE) and Colorado Commission on Higher Education (CCHE).]

## COURSE POLICIES & EXPECTATIONS

### COURSE STRUCTURE AND ACCESS

This class will be taught in a **Classroom-based (traditional)** format. As a classroom-based course, all lecture and lab instruction will occur on the high school campus on the meeting days listed above.

The online content of this course will be delivered through the high school course management system. This can include but is not limited to: Schoology, Google Classroom, Infinite Campus or Desire2Learn (D2L – RRCC system)

You may access the online modules, course materials, and resources via the system preference identified above or in any other format. Activities may consist of discussion forums, readings, online modules, midterm, final exam, or final project.

If, access to this course is through D2L, this requires access to the Internet on a supported Web browser (Microsoft Edge, Firefox, Google Chrome, or Safari). **Please note: All versions of Internet Explorer are not compatible.** To ensure that your browser is supported and has the necessary plug-ins please run the [System Check](#) (<https://mycourses.cccs.edu/d2l/systemCheck>) from your D2L home page.

If you are new to D2L, you can get technical support or complete an orientation (self-paced online or at a scheduled session) at [Getting Help with D2L \(https://www.rccc.edu/online-learning/getting-help\)](https://www.rccc.edu/online-learning/getting-help).

If recommendations from the Colorado Department of Public Health and Environment change, classes may transition to a remote delivery method. Please refer to district policies for up-to-date information.

## **CLASSROOM CONDUCT**

A positive learning environment relies upon an atmosphere where diverse perspectives can be expressed, especially in a course that focuses on social and political issues. Honest and respectful dialogue is expected. Disagreement and challenging of ideas in a supportive and sensitive manner is encouraged but hostility and disrespectful behavior is not acceptable.

When engaging in interactions online, maintain courtesy and respect toward your classmates and instructors by following appropriate *netiquette*. Refer to CCCS published guidelines for [respectful online communication](https://www.cconline.org/cconline-mutual-respect-policy/). (<https://www.cconline.org/cconline-mutual-respect-policy/>)

## **EQUITY AND INCLUSION**

Your instructor is committed to promoting a learning environment that is equitable and inclusive for all. We will strive to create a safe, respectful, and supportive community that values diversity and encourages collaboration. RRCC recognize that diversity enriches our educational experience and supports the pursuit of knowledge and understanding. We value the unique perspectives and experiences of every individual within our classroom and am committed to providing an educational experience that is free from discrimination, harassment and bullying.

## **STUDENT NAMES, GENDER PRONOUNS, GENDER EXPRESSION**

Class rosters are provided to the instructor with the student's legal name. Your instructor will gladly honor your request to address you by your name or gender pronoun. If your name or pronouns change during the semester let your instructor know.

## **ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY**

Academic misconduct consists of plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences (as determined by the instructor) and to disciplinary action, according to the current [RRCC Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>). Any student with questions about whether they comply with RRCC's academic integrity standards is encouraged to reach out to their instructor for guidance. All academic integrity incidents shall be sent to the Dean of Students.

In addition, the use of Artificial Intelligence (A.I.) to produce writing or complete other assignments for this course is not allowed unless otherwise approved by the instructor in writing and appropriately cited/credited. If a student is found to have used A.I.-generated content or ideas for an assignment without permission, that student may fail the assignment or the course.

## **USE OF RECORDING DEVICES**

Recording lectures or classroom discussions is prohibited unless:

- Written permission from the instructor has been obtained and all students and guest speakers have been informed that audio and/or video recording may occur. OR
- A student is entitled to make audio and/or video recordings as an educational accommodation determined through Accessibility Services.

A student granted permission to record may only use the recording for their own learning and may not publish or post the recording on any medium or venue without the instructor's explicit written authorization. For more information, please see [SP 19-50](https://www.cccs.edu/sp-19-50-use-of-recording-devices/) (<https://www.cccs.edu/sp-19-50-use-of-recording-devices/>). If you require an educational accommodation, contact [Accessibility Services](mailto:access@rrcc.edu) ([access@rrcc.edu](mailto:access@rrcc.edu); 303-914-6733).

## **ATTENDANCE POLICY**

[Attendance policy here]

## **RRCC POLICIES**

### **COVID-19 POLICIES**

The requirement to follow RRCC COVID-19 safety requirements is part of the RRCC Student Behavioral Expectations. Consequences for non-compliance will be in violation of the Red Rocks Community College Code of Behavioral Expectations. Progressive discipline will be used for non-compliance and every effort will be made to use noncompliance as an opportunity to educate students about the reasons for the directives for complying with COVID-19 protocols. No refunds or late drops will be given for students who do not comply. After the drop deadline, students are responsible for payment regardless of progressive discipline actions.

See the [RRCC COVID-19 Information Page](https://www.rrcc.edu/cdphe-coronavirus) (<https://www.rrcc.edu/cdphe-coronavirus>) for updated information throughout the semester and notification forms. Please contact your instructor if you need to miss class due to COVID or COVID-like symptoms.

### **ACCESSIBILITY Services**

Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, call Accessibility Services at 303-914-6733, 720-336-3893 (VP) or email [Accessibility Services](mailto:access@rrcc.edu) ([access@rrcc.edu](mailto:access@rrcc.edu)). More information is available at the [Accessibility Services website](http://www.rrcc.edu/accessibility-services/) ([www.rrcc.edu/accessibility-services/](http://www.rrcc.edu/accessibility-services/)). Note: Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive.

### **STUDENT CODE OF CONDUCT**

Students are expected to adhere to the Student Code of Conduct. All allegations of violations shall be referred to the Dr. Lisa Fowler, Vice President of Student Success. For more information regarding the college's discipline process, contact Dr. Lisa Fowler ([lisa.fowler@rrcc.edu](mailto:lisa.fowler@rrcc.edu) , 303-914-6608) and see the [RRCC Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>).

## **MANDATORY REPORTING**

This college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, instructors have an obligation to report certain issues relating to the health and safety of campus community members. Instructors must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct (which includes sexual harassment, non-consensual sexual contact, nonconsensual sexual intercourse, and sexual exploitation) is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, instructors must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with you about the incident. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator Patty Davies, Executive Director of Human Resources at [Patty.Davies@rrcc.edu](mailto:Patty.Davies@rrcc.edu) or 303-914-6298. Further information may be found on the college [Human Resources website](http://www.rrcc.edu/human-resources/sexual-misconduct) (<http://www.rrcc.edu/human-resources/sexual-misconduct>).

## **NON-CIVIL RIGHTS GRIEVANCE PROCESS**

The student grievance process is intended to allow students an opportunity to present an issue which they feel warrants action. A grievable offense is any alleged action which violates or inequitably applies State Board for Community Colleges and Occupational Board Policies, Colorado Community College System President's Procedures, or college procedures. Additionally, the student must be personally affected by such violation or inequitable action. For more information regarding the student grievance process, contact the Student Life Office (303-914-6370) and see the [RRCC Student Handbook](http://www.rrcc.edu/student-life/handbook) (<http://www.rrcc.edu/student-life/handbook>).

## **NON-DISCRIMINATION POLICY**

Red Rocks Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or

mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities.

If English is not your primary language and you feel your English proficiency is interfering with your ability to succeed in this course, please reach out to our English Language Specialist at [international@rrcc.edu](mailto:international@rrcc.edu) to discuss resources and options.

The College has designated Patty Davies, the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Coordinator/ADA/Sec 504 Coordinator, with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact [Patty.Davies@rrcc.edu](mailto:Patty.Davies@rrcc.edu) or Red Rocks Community College, Office of Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228, 303-914-6298. You may also contact Deborah Houser, Deputy Title IX Coordinator, at [Deborah.Houser@rrcc.edu](mailto:Deborah.Houser@rrcc.edu) or 303-914-6224. See [RRPR 3-121](#) for more details about our discrimination reporting policy (<https://www.rrcc.edu/human-resources/procedures/RRPR3-121>).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417 or email at [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). See <http://www.ed.gov.ocr> for more details.

## **REPORT A CONCERN**

RRCC cares about the safety, health, and well-being of its students, faculty, staff, and community. If you have a concern for the well-being of a member of our community, or observe an individual exhibiting behaviors that pose a concern to safety, or those that cause a significant disruption to the RRCC community by completing the [electronic form](#) to report a concern (<https://cm.maxient.com/reportingform.php?RedRocksCC>). Please see the [Behavioral Intervention Team website](#) for more information (<http://www.rrcc.edu/behavioral-intervention-team>).

**NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.**



## **EQUITY STATEMENT**

RRCC seeks to build and nurture a culture where equity and inclusion are the norms and where individual differences are valued and recognized as a strength. We seek to cultivate an equitable and just campus where faculty, staff, and students take responsibility to challenge practices that marginalize communities on campus. We strive so that inclusive excellence lives in all parts of a student's education. We are committed to equity and inclusion at RRCC.

More information is available at the [Equity and Inclusion Council website](http://www.rrcc.edu/diversity/diversity-council) (www.rrcc.edu/diversity/diversity-council).

## **GRADING POLICIES**

### **METHODS OF EVALUATION / GRADING / ASSESSMENT**

[i.e., Quizzes, Discussions, Assignments]

### **GRADING SCALE**

[Criteria here]

### **CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES**

[Criteria here]

### **MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT**

[Policies here]

## TENTATIVE COURSE & ASSIGNMENT SCHEDULE

The instructor has the right to adjust the content in the table below if deemed necessary.

<b>Week</b>	<b>Topic &amp; Content</b>	<b>Readings, Lectures &amp; Content</b>	<b>Assignment &amp; Due Date</b>
Week 1 [Date]			
Week 2 [Date]			
Week 3 [Date]			
Week 4 [Date]			

<b>Week</b>	<b>Topic &amp; Content</b>	<b>Readings, Lectures &amp; Content</b>	<b>Assignment &amp; Due Date</b>
Week 5 [Date]			
Week 6 [Date]			
Week 7 [Date]			
Week 8 [Date]			

<b>Week</b>	<b>Topic &amp; Content</b>	<b>Readings, Lectures &amp; Content</b>	<b>Assignment &amp; Due Date</b>
Week 9 [Date]			
Week 10 [Date]			
Week 11 [Date]			
Week 12 [Date]			

<b>Week</b>	<b>Topic &amp; Content</b>	<b>Readings, Lectures &amp; Content</b>	<b>Assignment &amp; Due Date</b>
Week 13 [Date]			
Week 14 [Date]			
Week 15 [Date]			
Week 16 [Date]			

<b>Week</b>	<b>Topic &amp; Content</b>	<b>Readings, Lectures &amp; Content</b>	<b>Assignment &amp; Due Date</b>
Week 17 [Date]			
Week 18 [Date]			