**[Course Name - Modality] Syllabus**

*Note: this document includes hyperlinks which will open in a new window*

*Students are required to familiarize themselves with the policies outlined in this syllabus and complete a syllabus quiz.*

[As a **best practice**, when creating the syllabus in Word, please be sure to save it as a PDF when making available to provide to students]

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|  |  |
| --- | --- |
| **AAA101:** Course Name (**ONLINE or Hybrid)** (# of credits) | **Instructor:** Name |
| **Section:** 12345 | **Contact:** Email & Phone |
| **Term:** Number | **Support hours:** List |
| **Prerequisites: None** | **Meeting Dates/Times: MWF** |

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**[Sample text]:**

**Materials required for Course:**

|  |  |
| --- | --- |
|  | **Title:** *“Puntos de Partida eBook with “Connect Spanish LrnSmrt Access”*  **Authors:** Catherine Laberta  **ISBN:** 9780077511739    **Optional:** One USB Mobile Drive (storage stick)  One Microphone (some assignments will require voice answers**)** |

Materials can be purchased at [EMCC’s bookstore](http://www.estrellamountain.edu/bookstore).

**[Please also include any technology requirements here. Include information about the use of third-party learning tools, course-level integrations (LTIs) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.]**

**[Below is sample text]**

*This course may provide links to external resources such as: textbooks, videos, images, reference materials, etc (list specific products). These resources were not created or maintained by Estrella Mountain Community College (EMCC), any affiliates of the Maricopa County Community College District or the instructor. Their content was deemed to be an appropriate learning tool at the time it was linked (provide link to privacy statement). Please note that the author, publisher and/or conveyor or these resources may have changed the content unbeknownst to EMCC and their staff. Questions regarding these resources should be directed to the instructor via Canvas e-mail. Thank you.*

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**[Please enter your Course Description here. It can be found at:**[**https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation/curriculum/degrees-certificates/course-search**](https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation/curriculum/degrees-certificates/course-search)**]**

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**[Please describe to the student 'what is the gist' of what the student should be able to do as a result of taking this course.]**

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**[Please enter course policy here]**

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**[Sample Text]**

**Grading Calculations**

|  |  |  |
| --- | --- | --- |
| Quizzes | = | 100 Points |
| Assignments | = | 100 Points |
| Final Exam | = | 100 Points |
| **Total Points Possible** | = | **300 Points** |

**Grading Scale**

Letter grades for assignments, examinations, and the course will be determined by the following scale:

|  |  |  |
| --- | --- | --- |
| 250 - 300 points | = | A (90% - 100%) |
| 200 - 249 points | = | B (80% - 89%) |
| 150 - 199 points | = | C (70% - 79%) |
| 100 - 149 points | = | D (60% - 69%) |
| 0 - 99 points | = | F (0% - 59%) |

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**[Please list where to locate coursework, content, due dates, etc.]**

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Every MCCCD student has been issued an active Maricopa Gmail account through [My.Maricopa.edu](https://my.maricopa.edu/). All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. You can expect an answer within **[two]** business days.

Please visit [Gmail at Maricopa](https://my.maricopa.edu/help/student-email-and-sign-help) to learn how to set your Gmail.

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This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.

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Please visit the CTL’s website for [General College and District Syllabus Information, Guidelines, and Policies](https://ctl.estrellamountain.edu/general-college-and-district-syllabus-information-guidelines-and-policies#overlay-context=).