

## Course Name and Number

### Course Information

Section number

Year and quarter

Class Days, time or Course Mode (Online or Hybrid)

Class location (if FTF or Hybrid)

### Instructor Information

Instructor name

Contact information (campus email and office phone number)

Office location

Office hours (if applicable)

### Course Description

Insert the course description from the course information form here

[In addition to the official description, you may also wish to explain the broad appeal of the course for students. Think about how the course is relevant to a student's future education, career, goals, or personal growth. For example, you could describe the major themes or big questions that students will encounter in the course and explain how those are connected to the purpose of a particular program or career path.]

### Course Objectives and Outcomes

Upon successful completion of this course, students will be able to:

(Insert the student learning objectives from the course information form)

- Objective #1
- Objective #2
- Objective #3

The following EvCC Core Learning Outcomes are also introduced or assessed in this course:

Insert the core learning outcomes from the course information form

- Core Learning Outcome #1
- Core Learning Outcome #2
- Core Learning Outcome #3

### Books and Materials

[List course materials, including textbooks, lab supplies, electronic resources, or special equipment (and clearly indicate which ones are required). If you are using open source materials, links to those should be included here.]

Textbook Title, Author, Publisher, Date of Publication and ISBN

Required and/or Optional Materials [this could include a computer and access to the Internet, books on reserve in the library, a calculator, etc.]

## Everett Community College College in the High School

This course qualifies for EvCC's College in the High School Program (CHS). Students seeking to earn college credit must enroll in the EvCC CHS program. Program processes and deadlines can be found at [www.everettcc.edu/chs](http://www.everettcc.edu/chs).

### Requirements and Expectations

[Use this section to describe specific course requirements, expectations, and procedures.]

#### Attendance and Participation

[Describe your expectations for class attendance and participation. If participation will be formally evaluated as part of students' final grades, include an explanation of what students will need to do to receive full credit. Minimal suggested text follows below.]

Students are expected to arrive on time prepared to work. Registering for a class is a commitment for the class time. Avoid scheduling other appointments or obligations for the duration of scheduled classes. Vacations and transportation issues do not qualify as excuses for long term absences.

#### Assignments

[Indicate the number and types of assignments students will be required to complete. A full description of every assignment is not necessary but the syllabus should provide enough information for students to understand what work they will be expected to complete.]

#### Evaluation and Grading

[Describe how you will assess student work in the course and, specifically, how individual assignment scores will be used to calculate final grades. Include a list of assignment types and how they will be weighted to determine the final letter grade. The assignment table below is provided as an example of formatting. The second table is a suggested grading scale based on commonly used percentages for calculating final grades and using the established EvCC grading system.]

Assignment	Points	Percentage of Final Grade
Short essay	100	20%
Mid-term exam	100	30%
Final project	100	40%
Etc.	...	...

Letter grade	Standard	% of points	Conversion to GPA
A	High degree of excellence	94-100	4
A-		90-93	3.7
B+	Better than average achievement	87-89	3.3
B		83-86	3
B-		80-82	2.7
C+	Average achievement	77-79	2.3
C		73-76	2
C-		70-72	1.7
D+	Low standard of achievement	67-69	1.3
D		65-66	1
F	Failure to complete minimum requirements	0-64	0

### Late Work

[Describe how you will handle late assignments, including any penalties students will incur for submitting late work.]

### Academic Integrity – Cheating and Plagiarism

[Include a statement describing your expectations for academic integrity. Indicate what you expect of students and clearly outline consequences for suspected plagiarism or academic dishonesty. Minimal suggested text follows below.]

Accidental or intentional use of someone else's work, ideas, research, or writing without attribution of the source will result in a failing grade on the assignment or a failing grade in the course. This decision will be dependent on the nature and extent of the use. Any incidents of this type will be reported to the Dean of Student Development as a violation of the Student Conduct Code, which is described in the [Student Rights and Responsibilities handbook](#).

### Other

[Depending on the course, you may wish to provide information about such things as: lab use and hours, safety, Canvas use, field trips, etc.]

### Changes to the Syllabus

I have attempted to make this syllabus as comprehensive and accurate as possible and I may occasionally need to make small adjustments during the quarter. I will announce any changes in class or notify you in writing.

## Class Schedule

[Include a daily or weekly schedule that indicates what student are responsible for doing throughout the course. Include due dates for required course components, including quizzes, texts, exams, essay, or other major assignments. The table below is a suggested schedule format.]

Week or Date or Unit	Topics, Content, Objectives	Readings or Assignments
Week 1	Description of what will be covered this week	Readings, videos, homework, quizzes, exams, projects, or other assignments.
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...

## Support for Students

### Equity and Accessibility

Everett Community College through its Vision, Mission, and Strategic Plan, has made an institutional commitment to establish a diverse, equitable and inclusive working and learning environment. My goal is to create a classroom environment in which everyone can participate and learn. Because of the diversity of backgrounds, experiences, and beliefs all of us bring to this class, I expect you to interact with your peers in a spirit of generosity, mutual respect, and understanding.

If there are aspects of this course that prevent you from learning or that exclude you, please speak with me as soon as possible. Together we can develop strategies to meet both your needs and the requirements of this course. I am happy to talk privately after class or during my office hours.

By enrolling in this course for both high school and EvCC college credit students are eligible to obtain additional student support services, see below. If a student wishes to take advantage of these services please request through me, as your teacher and I will facilitate your connection to the college service.

- **Counseling and Student Success**  
College is an exciting and unique time in our lives. It can also bring a great deal of stress from things like family problems, academic expectations, financial responsibilities and relationships. It is important that we all take care of ourselves and that we know where to turn for help. Please know that there are resources available right here on our campus. EvCC Counselors can assist with career counseling, academic/educational counseling, advising, and referral to community mental health resources.  
Parks 3rd Floor – 425-388-9263
- **Library**  
Information and services to support research and learning including books, media materials, and databases. Librarians assist students in locating information and developing research skills.  
Parks 1<sup>st</sup> floor – 425-388-9353 (checkout) and 425-388-9354 (reference assistance)
- **Tutoring Center**  
Free academic/tutorial support with course material, study skills, time management, and preparation for exams  
Rainier 119 and Baker 112 – 425-388-9356
- **Writing Center**  
Peer writing assistants offer feedback, ideas, and methods for editing and polishing work.  
Gray Wolf 150 – 425-388-9406
- For additional support services, visit the [Everett Community College Student Resources website](#).

## General Information about EvCC Policies and Procedures

### As an EvCC students you are expected to know and adhere to all college policies.

As outlined in the [campus civility statement](#), Everett Community College is committed to providing a safe learning and working environment. The expectation is that all students will conduct themselves in a civil, respectable and appropriate manner as a responsible member of the college community. [The Student Rights and Responsibilities Handbook](#) identifies and describes college expectations, students' rights, and outlines the process for resolving disciplinary matters, including Student Code of Conduct violations. The provisions of the Student Code of Conduct apply to all students whenever they are on the college campus, in college housing, or engaged in college-sponsored activities and functions.