**DELETE THESE INSTRUCTIONS AFTER COMPLETING YOUR SYLLABUS**

# How to Use This Template to Update Your Previous Syllabus

This template follows the BBCC *Syllabus Checklist and Portal Guidelines* F23. Delete extra parentheses and the word “Example” before publishing.

## First Step: Save the template

1. Save this template on your desktop.
2. Under the File menu select Properties
	1. Change Author to your Name
	2. Change Title using the guidelines in the *Syllabus Checklist and Portal Posting Guidelines*

## Second Step: Add your syllabus information to the template

There are two simple methods to create your new accessible syllabus with this template.

### Direct Input Method

1. Highlight (select) the text in the Template that you want to change and type directly over it. Text in the template will be replaced.

### Copy and Paste Method

You can transfer text from your previous syllabus to this template with the Copy and Paste functions in Word.

1. Open both your previous syllabus and this template in Word.
2. In your previous syllabus, copy the text that you want to transfer. *This works best if you copy one paragraph, heading or list at a time. Copying and pasting more than this may result in loss of accessible formatting.*
3. In the template, highlight the corresponding text that you want to replace.
4. Paste your copied text over the highlighted text in the new template.
5. A Paste function icon will appear next to the copied text. 
6. Click on “Keep Text Only” This option discards all formatting and nontext elements.
7. The Style and Formatting of the pasted text will conform to the template’s style.

## Note: Adding Hyperlinks (URLs)

When creating hyperlinks in your syllabus, the link’s Display text should start with the name or title of the linked page, followed by the URL. (e.g., [BBCC Homepage http://www.bigbend.edu)](BBCC%20Homepage%20http%3A//www.bigbend.edu%29) This will ensure the document is accessible and usable both online and printed.

## Final Step: Post the syllabus to the portal

Prior to the end of the first week of each quarter, all faculty need to post the syllabus for each course that they teach to the BBCC Portal page and folder for that year and quarter at [Faculty Syllabi](https://port.bigbend.edu/employee/Faculty%20Syllabi/Forms/AllItems.aspx):

<https://port.bigbend.edu/employee/Faculty%20Syllabi/Forms/AllItems.aspx>

Before posting your syllabi to the Portal, please rename the syllabus file using this format:

**DEPT Course#-Section# Faculty QTR**

* QTR abbreviations: F22, W23, Sp23, Su23
* Don’t use these characters: \ / : \* ? " < > | # { } % ~ &
* You don’t need to distinguish CCN in the file name

Examples:

* CJ 101 Englund W23
	+ If there is only one section of a course, Sec 01, the section number can be skipped.
* MATH 098-OL1 Mayhugh F22
	+ If the course is online, hybrid, or evening, always include the section number.
* ART 231 Palkovic R F22
	+ If there is more than one instructor with the same last name, include first initial.
* NUR 121-01, 02, 03 Christian, Eidson, Gonzalez-Aller W23
	+ If there is more than one instructor for the course, include all names.
	+ If there are several sections that use the same syllabus, include all section numbers.

**END OF INSTRUCTIONS**

**Big Bend Community College
(Term, Year, Course Title, Course Number)**

## General Information

### Faculty

(Name, Credentials, Current Rank)

### Contact Information and Availability

Preferred method of contact:

Office Location:

Office Hours: (Location and time)

Phone:

E-mail Address: (Big Bend email address here)

Response Time: (state response times for student correspondence here)

## Course Information

### Description

(MCO description of the course)

(Prerequisites and/or required skills)

### Course Title, Number

Term and Year:

Number of Credit Hours:

Course Delivery Mode:

Time(s):

Location:

### Student Learning Outcomes

(See MCO)

### Required Materials

(Textbook including ISBN, etc.)

### Optional Materials

(Optional texts and resources)

### Course-Specific Requirements

### (Electronic requirements for the course, including online access, flipped instruction, Canvas submission)

### Topics/Course Content Calendar

(Could refer to Canvas here)

### Assignments/Assessments

(A description of the types of assignments and assessments, the mode of the assessments and expectations: quizzes, tests, exams, papers, discussion, projects, performances, their value or weight in the course grade, anticipated due dates, final exam date/time, and other relevant details)

### Grading Procedures

Assessment breakdown, including Assignments, Point Values, Percentage of Total Grade

(Example: 25% Quizzes, 75% Papers)

The grade for this course will be determined according to the following formula:

| **Assignments/Activities** | **% of Final Grade** |
| --- | --- |
| Example: Class participation | Example: 20% |
| Example: Quiz | Example: 20% |
| Example: Project1 | Example: 20 |
| Example: Project 2 | Example: 20% |
| Example: Test | Example: 20% |

### Grading Scale and (if used) Weighted Categories

How final grade is calculated

Note any special treatment of grades (e.g. BAS students must earn a 2.0 GPA in all program core and upper division courses. This is a required upper-division course in the BAS program.).

Letter grades for the entire course will be assigned as follows:

| **GPA** | **Points Earned** | **Letter Grade** |
| --- | --- | --- |
| 4.0 | 380 | A |
| 3.9 | 376 | A |
| 3.8 | 372 | A |
| 3.7 | 368 | A |
| 3.6 | 364 | A |
| 3.5 | 360 | A |
| 3.4 | 356 | A |
| 3.3 | 360 | B |
| 3.2 | 348 | B |
| 3.1 | 344 | B |
| 3.0 | 340 | B |
| 2.9 | 336 | B |
| 2.8 | 332 | B |
| 2.7 | 328 | B |
| 2.6 | 324 | C |
| 2.5 | 320 | C |
| 2.4 | 316 | C |
| 2.3 | 312 | C |
| 2.2 | 308 | C |
| 2.1 | 304 | C |
| 2.0 | 300 | C |
| 1.9 | 296 | \*\* |
| 1.8 | 292 | \*\* |
| 1.7 | 288 | \*\* |
| 1.6 | 284 | \*\* |
| 1.5 | 280 | \*\* |

## Policy Information

### Late Assignment Policy

### (Example: All assignments are to be turned in electronically by 11:59PM on the due date. Assignments turned in more than one class period late, without prior approval of the instructor will result in a grade no higher than a B.)

### Course Attendance Policy

### (Example: Your attendance and participation is expected at all iterations of our class meetings and assures that you and the others get the full benefit of taking this class. Your absence and/or coming late or leaving early is a detriment to yourself and to others. We need all of you here to have productive and meaningful discussions. If you are not in class or present online for any reason, you are responsible for finding out from another student what you missed.)

### Academic Integrity

(Example: This course adheres to the high level of academic integrity established at BBCC. The instructor reserves the right to impose academic sanctions appropriate to the offense in alignment with the “Academic Dishonesty Procedures” listed in the Student Handbook. Students who claim that the instructor has made an academic decision that was erroneous, arbitrary or capricious, can submit an Academic Complaint according to the procedures described in the Student Handbook. Students can also view the Academic Dishonesty and Academic Complaint procedures and download the forms associated with each process at the One Stop Services webpage (https://www.bigbend.edu/student-center/one-stop-services/).)

### Additional Policy

(Insert text here – extra credit or participation or communication)

### Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances.

## Big Bend Community College Policies

### ADA Accommodation Statement

### BBCC is an equal opportunity institution. For students needing accommodation(s), please contact Accommodation & Accessibility Services Coordinator, Room 1472, phone 509.793.2027, TTY 509.793.2325, at aas@bigbend.edu.

### Religious Accommodation Statement

### Reasonable Accommodations for Religion/Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Students seeking accommodation must submit written notice to the instructor(s) within the first two weeks of the quarter and should follow the procedures listed in the Religious Accommodations section of the Student Handbook.

### Pregnancy and Related Conditions Statement

### Students who are pregnant or who have related conditions (including pregnancy, childbirth, termination of pregnancy, lactation, recovery from any of these, or medical conditions related to any of these) have rights under Title IX. Discrimination or harassment based on current, potential, or past pregnancy or related conditions is prohibited.

### Students may request a reasonable modification, if needed, to continue to access their education program or activity, and can access lactation spaces. Requests for reasonable modification can be directed to the Title IX Coordinator at hroffice@bigbend.edu or Accommodation & Accessibility Services (AAS) at 509-793-2027.

### Students who are experiencing sex discrimination or harassment due to pregnancy or related conditions can seek supportive measures or engage in the college’s grievance process by contacting the Title IX Coordinator. Additional information and resources for students are available here.

### The BBCC Title IX Coordinator is responsible for ensuring students have equal access to education programs or activities and coordinating specific actions to prevent sex discrimination. The contact information for the BBCC Title IX Coordinator is below:

### Title IX/EEO Coordinator

## Kimberly A. Garza, VP of Human Resources & Labor

## Building 1400, 2nd Floor, Suite 1449

## 509-793-2010