

## ACC Syllabus Checklist

You are free to format your syllabus however works best for you and your students, or use the ACC Syllabus Template, but must include all required items in the ACC syllabus as listed below. If you have any questions, email [accinfo@clackamas.edu](mailto:accinfo@clackamas.edu).

<b>Course Data</b>	<input type="checkbox"/> <b>High School Name and Year i.e.: Canby High School - 2020-2021</b> <input type="checkbox"/> <b>Course Titles (Both high school title and CCC title)</b> <input type="checkbox"/> <b>Course Prefix &amp; Number (Both high school and CCC, i.e. WR-121)</b> <input type="checkbox"/> <b>Number of Credits (Both high school credits and CCC credits)</b> <input type="checkbox"/> <b>Length of Course (i.e. 1 Trimester or 2 Trimesters or Full Year or 1 Semester)</b>
<b>Instructor Information</b>	<input type="checkbox"/> <b>Instructor Name</b> <input type="checkbox"/> <b>ACC Website:</b> <a href="http://www.clackamas.edu/acc/register">www.clackamas.edu/acc/register</a> <input type="checkbox"/> <b>HS Email Address</b> <input type="checkbox"/> <b>Office Hours</b> <input type="checkbox"/> <b>HS Phone #</b> <input type="checkbox"/> <b>HS Course Website or URL (if applicable)</b>
<b>Course Outline Information</b> <i>*Extracted from departmental course outlines.</i>	<input type="checkbox"/> <b>ACC Course Description</b> (Need to include both HS & CCC Description) <input type="checkbox"/> <b>ACC Course Prerequisites</b> (List both HS and CCC Pre-requisites) If none, list "None" <input type="checkbox"/> <b>Student Learning Outcomes</b> (At a minimum, the CCC learning outcomes from the CCC course outline(s) should be used and any other additional outcomes for your course that are above and beyond the college course - e.g. what do you want students to know or be able to do by the time they finish your course?)
<b>Required Course Materials</b>	<input type="checkbox"/> <b>Textbook Information: Title, Author, Edition and ISBN #</b> <input type="checkbox"/> <b>Required Supplies</b>
<b>Grading Criteria</b>	<input type="checkbox"/> <b>Grade options and Grading Scale.</b> Provide explanation of how college grade will be calculated if different from high school grade. (i.e. 2 semester grades will be averaged for the college credit grade.) <input type="checkbox"/> <b>Exams and Relation to Grade</b> <input type="checkbox"/> <b>Quizzes and Relation to Grade</b> <input type="checkbox"/> <b>Homework and Relation to Grade</b> <input type="checkbox"/> <b>Projects and Relation to Grade</b> <input type="checkbox"/> <b>Class Participation and Relation to Grade</b> <input type="checkbox"/> <b>Include statement:</b> College grades should be checked at the end of each course by logging into my.clackamas.edu and clicking 'Account Information' and 'Unofficial Transcript'. If a grading error is found, contact your high school instructor and/or <a href="mailto:accinfo@clackamas.edu">accinfo@clackamas.edu</a> right away.
<b>Class Policies</b>	<input type="checkbox"/> <b>Attendance Requirements and Relation to Grade</b> <input type="checkbox"/> <b>Academic Dishonesty Policy</b> <input type="checkbox"/> <b>Reference to Student Handbooks – Paste this Statement:</b> Because this class is an ACC class, earning high school and college credit, students are held to student conduct policies for the high school and Clackamas Community College. Please refer to these documents: - - - Your High School Student Handbook, the ACC Student Handbook at: <a href="https://www.clackamas.edu/docs/default-source/degrees-certificates/community-education/high-school-connections/acc-student-handbook.pdf?sfvrsn=b35e38d4_14">https://www.clackamas.edu/docs/default-source/degrees-certificates/community-education/high-school-connections/acc-student-handbook.pdf?sfvrsn=b35e38d4_14</a> and the College Student Handbook at: <a href="https://www.clackamas.edu/docs/default-source/general-forms-and-documents/studenthandbook.pdf?sfvrsn=53b3b468_12">https://www.clackamas.edu/docs/default-source/general-forms-and-documents/studenthandbook.pdf?sfvrsn=53b3b468_12</a> - CCC Learning Center Access (if applicable) – If registered for the college credit, you have access to free tutoring and supports - <a href="http://www.clackamas.edu/LearningCenter/">www.clackamas.edu/LearningCenter/</a> - Optional Statement: Get help @ CCC Library: Need credible sources but don't know where to start? Searching for a book, article, or data to support your argument? Need to cite a source in your bibliography? Ask a librarian! Research help is available in person, at the Reference Desk (in the Dye Learning Center), by phone (503-594-6042), by email ( <a href="mailto:reference@clackamas.edu">reference@clackamas.edu</a> ), and online 24/7 via the live chat box ( <a href="http://library.clackamas.edu">library.clackamas.edu</a> ).
<b>Weekly Course Schedule (Major Topic Outline)</b>	<input type="checkbox"/> <b>Week 1 thru end of course Weekly Topics/Activities, Projects Tests/Quizzes/Final</b> <input type="checkbox"/> <b>Include Statement:</b> This Schedule and Syllabus are subject to revision at the discretion of the ACC instructor or the college.