

Trinidad State Junior College Course Syllabus

Course Title:

Course Number and Section:

Semester & Year:

Credit Hours:

Clock Hours:

Lecture:

Lab:

Outside of Class:

Instructor Name:

Instructor Phone:

Instructor Email:

Office Location:

Office Hours:

Meeting Day(s):

Time(s):

Location:

Census Date:

**Census date is the last date to drop a class without penalty.*

Withdrawal Date:

**This is the last day that a "W" can be assigned as a grade.*

Required Text(s) and Supplies:

If more space is needed consider writing the supply list as an attachment and state the attachment number here.

Course Description: *Obtained from CCNS website at <https://www.cccs.edu/education-services/common-course-numbering-system/>*

Pre-requisites:

Method of Conducting Class: *(Lecture, hybrid, demonstration, hands-on lab work, online, etc.)*

Assessment, Grading and Evaluation Procedures:

(What will students be doing this semester? Quizzes, papers, chapter assignments, projects, presentations, etc.)

Course Competences: Obtained from CCNS website at <https://www.cccs.edu/education-services/common-course-numbering-system/>

Assessment of General Education: Each student will be assessed on up to all five of the general education outcome areas for the institution. These general education outcomes are: 1. Read and comprehend college-level or industry- standard literature, 2. Explain and defend ideas orally and/or in writing, 3. Examine ideas using critical reasoning, 4. Solve problems using logic, mathematics, computers, and creative thinking, 5. Demonstrate Professionalism.

Reading: 1. Read and comprehend college-level or industry- standard literature

- 1a. Given a “college-level or industry- standard text”, identify the main idea or supporting details, 1b. Given graphical information, draw correct and reasonable conclusions, 1c. Given a “college-level or industry- standard text”, make appropriate and logical inferences or implications.

Written & Oral Communication: 2. Explain and defend ideas orally and/or in writing

- 2a. Focus: main idea has a clear and appropriate thesis, 2b. Organization & Structure 2c. Includes relevant evidence and examples, 2d. Control of language and mechanics.

Critical Thinking: 3. Examine ideas using critical reasoning

- 3a. Distinguishes different perspectives, 3b. Evaluates evidence (data) for accuracy, validity and relevance, 3c. Identifies implications of argument, situation, or action, 3d. Able to identify strengths and weaknesses of an argument, situation, or action

Technology and Mathematics: 4. Solve problems using logic, mathematics, computers, and creative thinking

- 4a. Performs the mechanics of solving the problem, 4b. Determines a realistic answer (approximation) and qualify result, 4c. Demonstrates ability to use appropriate technology, 4d. Demonstrates creative thinking

Professionalism: 5. Demonstrate Professionalism

- 5a. Demonstrates responsible decision making, 5b. Demonstrates professional customer service, 5c. Demonstrates self-control, 5d. Demonstrates participation and punctuality, 5e. Demonstrates appropriate communication, 5f. Demonstrates academic integrity

Student Academic Workload- TSJC has a 2-for-1 policy which means that students are expected to spend 2 hours in out-of-class preparation for every 1 hour of class time. If you apply this to a 3 credit class, you should expect to spend 6 – 9 hours a week engaging in coursework. (Attach workload)

Student Support Services – Tutoring services are free and available on both campuses. On the Trinidad Campus the Success Center, located at the campus Library and on the Valley Campus the Learning Center (room 202) have tutors for every subject. In addition, online tutoring services are provided 24/7 through Brainfuse by logging into your D2L. Please visit either facility to receive guidance on how to access these services.

Participation - Participation in all class activities is essential for success. This includes arriving in the classroom prior to the start of class, with all the needed course materials, having completed any reading or homework assignments that may be required, along with participation in the various in class activities. These activities may include, but not be limited to: lectures, discussions, demonstrations, lab work, and group projects. Non-participation activities may include, but not be limited to: absenteeism, tardiness, inattention, use of electronic devices not directly related to classroom activities, failure to complete reading, homework or lab/project assignments, and disruptive behavior. Participation or the lack thereof may be reflected in your grade.

Withdraw- It is the student's responsibility to withdraw from a class. Faculty are not obligated to withdraw students after Census Date.

Academic Dishonesty: Academic dishonesty will not be tolerated and is grounds for compulsory withdrawal, suspension or disenrollment. Academic dishonesty includes, but is not limited to, "cheating" and "plagiarism." "Cheating" means assisting another student, receiving assistance from another student or relying on any unauthorized assistance, whether provided orally, in writing or by other means, in the course of taking tests or examinations, conducting research for or writing research papers, carrying out laboratory experiments, preparing projects or meeting any other course requirement. "Plagiarizing" means intentionally presenting the words, ideas or work of others as if they were the student's own, or unintentionally presenting them as such without proper attributions. Instructors are authorized and required to make use of all reasonable means to deter, prevent and detect academic dishonesty. For additional information please see the student handbook.

Invitation to Self-Disclose a Disability- Students who require accommodations because of a disability are strongly encouraged to advocate for themselves and self-disclose their disability to the Disability Coordinator. Students with valid and current disability documentation may qualify for services under the Section 504 of the Rehabilitation Act of 1973. Qualified student with disabilities may request appropriate classroom accommodations under Section 504.

If you have any questions or concerns, please contact your Disability Coordinator.

You may do so by providing documentation to the Disability Coordinator on your respective campus:

Trinidad Disability Contact Information

Trinidad State
600 Prospect Street
Dan Wilson
Library-222
Trinidad, CO 81082
719-846-5567

Daniel.wilson@trinidadstate.edu

Alamosa Disability Contact Information

Trinidad State-Valley
1011 Main Street
Roberta Taylor Hill
Learning Center
Alamosa, CO 81101
719-589-7067

Roberta.taylor-hill@trinidadstate.edu

Mandatory Reporting:

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

In addition to reporting all discrimination and harassment claims, the faculty and staff 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 that you have shared. 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, Lorrie Velasquez at 719-846-5534. Reports to law enforcement can be made to the Alamosa Police Department at 719-589-5807 or the Trinidad Police Department at 719-846-4441.

If you would like a confidential resource, please contact Lorrie Velasquez at 719-846-5534 or Robert Martinez at 719-589-7050 or visit <http://www.trinidadstate.edu/safe-campus/title9.html>

Notice of Non-Discrimination

Trinidad State Junior 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 3-120 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. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 1011 Main Street, Street, Alamosa, CO, 81101, 719-589-7050. 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.

Attachments: List any attachments here i.e. course calendar, rubrics, safety procedures, credential qualification etc.

Topic Outline: *Obtained from CCNS website at <https://www.cccs.edu/education-services/common-course-numbering-system/>*

About this GT Course: The following information is provided to outline and better assist you in understanding the guided pathways and expectation of this Guaranteed Transfer Course. (Obtained from CCCS website at <https://www.ccs.edu/education-services/required-information-for-all-gt-pathways-course-syllabi/#GT-AH1>)

Syllabus Contract Signature Page: *(Optional – Faculty may use may decide to use this signature page or not)*

“I have read this syllabus, understand its implications (and have sought clarification of those parts that were unclear to me) and will abide by it.”

Course Title:

Course Number and Section:

Semester and Year:

Instructor:

Signature of student _____

Date _____