

[Note to the Instructor: This is a template for your course guide. Please delete the text in brackets and fill in the appropriate information. You may edit sections as needed. Be sure to check headings and formatting as well.]

# **Syllabus: Course Guide for [[Insert class title]] [[term]]**

If you need accommodations to access this course, contact Accessibility Services; contact information below:

- Email: [accessibility@davidsondavie.edu](mailto:accessibility@davidsondavie.edu)
- Phone: (336) 249-8186 ext. 6342
- [Accessibility Services \(website\)](#)

The syllabus is a guide for your success in this course. Refer back to this document throughout the course.

## **Instructor Information**

### **Contact Info:**

[Include your name, office number, student hours - explain what these are and their purpose, college phone, and college email address here. Include the best way to contact the instructor (ie: email) Lay out what students should expect from you as far as communication goes. ie: your response time, This is how I will communicate with you....]]

Alternate Contact: If you have trouble connecting with me and you need help immediately, please contact [insert supervisor's name]; their information is listed below.

- Email:
- Phone: 336-249-8186 extension
- Office:

### **About Me:**

[2-4 sentences max here. Humanize yourself to students. Ideas: insert image that shows personality/likes including alt text, video with captions, quotes, etc.]

## Diversity, Equity, and Inclusion:

DDCC Equity Statement: Davidson-Davie Community College aspires to be an equity-minded college by identifying and understanding the systemic obstacles members of our college community face. We champion equity-centered practices that focus on individualized support and opportunities necessary for the success of our students, faculty, and staff.

[Feel free to also include your own diversity, equity, and/or inclusion statements. Example: "I want students from all diverse backgrounds and perspectives to be well-served by this course, I want students' learning needs addressed both in and out of class, and I want the diversity that students bring to this class viewed as a resource, a strength and a benefit. I want to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.

Because of the personal content of our discussions, everyone needs to be kind, respectful, and attentive. Treat others the way you want to be treated."]

## Course Information

### Course Meetings and Format:

[Identify and describe the format of your course - Hybrid, F2F, Virtual, etc. include class meeting times.]

### Course Description:

[Enter course description from the DDCC Catalog here.]

[Enter why you think this course is important to study and consider rewording the course description to make it easier for students to understand. ]

This [select the appropriate word: is or is not] a globalized course.

### Student Learning Outcomes:

After completing this course, you should be able to:

[Student Learning Outcomes must be the same for all sections of each course. These will be provided by your School leadership. If your course is globalized, be sure to add the globalized outcome as well.]

## Course Materials

[List materials and state whether required, recommended, optional with an explanation of your reasons. This includes the text, digital access, etc. List any specific computer/software requirements as well. Explain how to access course materials.]

## Grades

[Explain assignments and how students will be graded, etc. Consider using the word assessment instead of tests/exams.]

## Success Strategies

- For your success, check your Davidson-Davie Community College email daily.
- Please refer to the [Email Etiquette Guidelines](#) for help in writing a clear email that makes it easier for your question to get answered.
- [Participation guidelines. ie: For your success, be an active participant in creating a positive learning environment for all students through mutual respect for all students and instructors, active engagement, and positive participation.]
- Accommodations & Support
  - I am committed to supporting all students in this course. If you have a documented Academic Support Plan, I would love to have a conversation about how best to help. While I know your accommodation plan, reaching out will help me understand if you want to utilize them and how I can best support you through this class. All conversations discussing disabilities and accommodations will remain confidential. You are not obligated to disclose your disability to me.
  - If you wish to receive an accommodation, please disclose this information to the Office of Accessibility Services and request an accommodation by completing the [Accessibility Services New Student Intake Form](#). I am happy to help you navigate this process. Please email [accessibility@davidsondavie.edu](mailto:accessibility@davidsondavie.edu) or visit the [Accessibility Services web page](#) for information and resources.
- [Discuss the importance of deadlines for success.]
- Refer to the [Student FAQs Guide](#) for “what to do if” scenarios such as:
  - I have a disability and/or medical condition

- I am having technical difficulties
  - I missed an assignment/quiz
- For important dates such as the 75% refund deadline, drop deadlines, etc., refer to the [academic calendar](#).

## Course Policies

[Insert your specific course policies. Insert academic integrity policy for course. Insert attendance policies. Include any additional policies here. (Example: technology policies, program-specific requirements, conduct, etc.) If you are not using this section, you may delete it.]

## Additional College Information and Policies

For your success, please read this syllabus thoroughly along with the [DDCC Information and Policies](#). Additionally, for more information about services and programs offered for Davidson-Davie students, please refer to the [Davidson-Davie Student Resource Guide](#) and the [Storm Help Center](#).