

RED ROCKS ACCESSIBLE SYLLABUS TEMPLATE

Updated 05/08/19 – most recent changes/additions highlighted (in yellow)

The most recent version of this template can always be found on the RRCC S:/ drive in the Academic Standards folder which is available to all full-time faculty. Talk to your chair or lead if you do not have access.

DELETE THE FIRST TWO INSTRUCTION PAGES AFTER UPDATING YOUR SYLLABUS

This template has been created by the RRCC Academic Standards Committee to outline the required sections and best practices that should be used for all course syllabi. In addition, it serves as a WCAG 2.0 accessible document that can be modified to help instructors create web accessible syllabi. For more information on web accessibility, please see the [RRCC course accessibility resources](http://www.rrcc.edu/instructional-design/course-accessibility-resources) [http://www.rrcc.edu/instructional-design/course-accessibility-resources].

Please note that faculty and instructors are welcome to create their own web accessible format for their syllabi – this template is only one option. If another format is used, this template should serve as a guideline for required syllabus sections/headings. Your syllabus sets the expectations for your course and is the principal reference should any issues arise. If you have not received a course specific syllabus template from your department chair or lead, please contact them to ensure you have included any additional standards for your discipline or department.

Please review the [Syllabus and Curriculum Glossary](http://www.rrcc.edu/curriculum-management/documents) of terms available on the RRCC Curriculum site under “Supporting Documents” [http://www.rrcc.edu/curriculum-management/documents].

All syllabi are required to be posted to your D2L course shell. Your syllabi must be available on D2L by the first class session for face-to-face classes and by the date the course opens on D2L for online courses.

The RRCC Academic Standards Committee has also created a separate document titled “RRCC SYLLABUS INSERT” that contains both required information (e.g., accessibility services, mandatory reporting information, etc.) as well as additional information (e.g., link to academic calendar, student handbook, etc.) in wording that is universal for all RRCC courses. This RRCC SYLLABUS INSERT document can be found on the S drive in the Academic Standards folder and as an announcement on every D2L landing page (where you have access to all of your courses) for both instructors and students. In addition, it is available in both the “Faculty Help” and “Student Help” pull-down menus available at the top of your D2L landing page. Beginning in Spring 2018, a link to this document will also be pushed out to all individual D2L course shells as a news announcement. **While you are not required to distribute a hard-copy of the RRCC SYLLABUS INSERT to your students, you need to ensure all of your students are aware of the information it contains – you must draw attention to the required information contained within the RRCC Syllabus Insert on the first day of class.**

How to Use This Template to Update Your Syllabus

TEXT HIGHLIGHTED IN BRACKETS AND PURPLE FONT IS PROVIDED FOR YOUR CONVENIENCE AND CAN BE REPLACED WITH YOUR OWN WORDING, AS APPROPRIATE. You can use any font or font size you’d like (as long as they meet web accessibility guidelines) and you can add or rearrange the content to meet your needs. Also, some of the TEXT HIGHLIGHTED IN BRACKETS AND PURPLE FONT states that the heading may be optional. It is up to you whether to include that heading or not, however, important information specific to your course must be addressed somewhere in the syllabus. Remember this is your agreement with your students and if it is not in writing it is not enforceable. Please remove the instruction pages and any irrelevant information once you finish updating your syllabus.

Guidelines for Accessible Documents

Every effort should be made to ensure that all instructional materials, including course syllabi, comply with accessibility guidelines. To ensure that you fully comply with all accessibility procedures, you should complete an accessibility training either online or on campus. Accessibility 101 is a self-paced course open to anyone with

an S# in Desire2Learn. Contact Instructional Technology at eLearning@rrcc.edu, 303-914-6444, or stop by room 1659 at the Lakewood campus or room 7162 at the Arvada campus for help.

Please make sure that you have done the following to help make your document accessible:

1. Include structure by using the heading style feature in Word or using a built-in layout (except the blank layout) in PowerPoint. See the two screenshots from Word and PowerPoint below for reference.



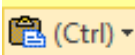
2. Provide meaningful alternative text or description to explain your key message in any non-text graphics, charts, images, photos, text boxes, or objects.
3. Add a label or meaningful name for any web references, hyperlink the website label, and include the URL address (not hyperlinked). For example: The [Student Handbook](http://www.rrcc.edu/student-life/handbook) is available at [http://www.rrcc.edu/student-life/handbook].
4. Note the logical reading order of the screen reader is to read information from left to right and from top to bottom, one line at a time. If you use the "Table" function to organize your information, do not nest tables within a table. Repeat header row information if your table extends more than one page.

There are two methods to use this template to create your accessible syllabus:

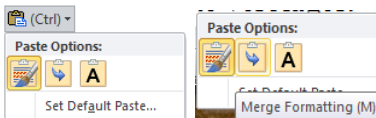
COPY AND PASTE METHOD

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

1. Save this template on your desktop.
2. Open both your existing syllabus and this template in Word.
3. Copy the text from your existing syllabus.
4. Highlight the corresponding text or location on this template that you want to replace, and paste your copied text over the highlighted text on this template.
5. After the paste function is complete, a **Paste Options** icon will appear next to the copied text.



6. Click this **Paste Options** icon and choose the middle icon, "Merge Formatting" option. The Style and Formatting of your pasted text will now match with the existing text and formatting on this template.



DIRECT INPUT METHOD

1. Save this template on your desktop.
2. Highlight the text that you want to change and type directly over it. Text in the template will be replaced.

If you have any questions about using this template, contact Instructional Technology at eLearning@rrcc.edu or 303.914.6444

DELETE THIS AND EVERYTHING ABOVE BEFORE DISTRIBUTION

[COURSE TITLE/PREFIX/SECTION #]

[Semester] [Year] Syllabus

CONTACT INFORMATION

Instructor: [Instructor name]

Office: [Room number, required for full-time faculty]

Office Hours: [Office hours, required for full-time faculty]

Phone: [Phone number, required for full-time faculty]

Email: [Email, required]

COURSE MEETING DATES AND TIMES

Start and End Dates: [List the start and end dates of the class e.g., 8/20/2019-12/10/2019 - REQUIRED]

Meeting Days: [List the days the class meets e.g., Tuesdays and Thursdays; if the class is entirely online, write "online" - REQUIRED]

Start and End Times: [List the time the class starts and ends e.g., 9:00-10:15am; if the class has separate lecture and lab times, be sure that information is reflected here; if the class is entirely online, write "online" - REQUIRED]

REQUIRED TEXTBOOK/COURSE MATERIALS

[Textbook, Edition/Course Materials, ISBN is optional]

COURSE DESCRIPTION:

[[Course Description](#) from CCNS – REQUIRED -

https://erpdnssb.ccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor]

Credit hours: [Number of credits - REQUIRED]

COURSE PREREQUISITE/CO-REQUISITES

[List any prerequisites or Co-requisites - REQUIRED]

GT PATHWAYS STATEMENT, CONTENT CRITERIA, COMPETENCIES, AND STUDENT LEARNING OUTCOMES

[All GT courses **REQUIRE** particular, [verbatim wording specific to the GT course type](#) that includes the GT Pathways Statement, the Content Criteria specific to the GT category, and the Competencies and Student Learning Outcomes specific to the GT category - <https://internal.ccs.edu/academic-affairs/common-course-numbering-system/required-course-syllabi-language/>]

Follow the website linked above, and click on the GT category of your course (e.g., GT-CO1 or GT-SC1 or etc.). This will bring up a document that includes all of the GT wording required to be included in your syllabus. As explained on the CCCS website and in the documents themselves, the text in red font is explanatory and should not be included in syllabi. The text in black font is required in every GT Pathways instructor's syllabus per State Board for Community Colleges and Occupational Education (SBCCOE) and Colorado Commission on Higher Education (CCHÉ). Please note that the required topical outline information **MUST** be included in the syllabi

either by copying the topical outline from CCCNS, integrating the topics within the assignment schedule, or listing the topics to be covered.

COURSE LEARNING OUTCOMES

[REQUIRED for ALL courses: Enter the [course learning outcomes from the CCNS](#) here. Please note that if your course has not yet been updated in CCNS, these are called “standard competencies” - https://erpdnssb.ccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor]

TOPICAL OUTLINE

[REQUIRED for ALL courses in some variation: Enter the [topical outline from the CCNS](#) here OR integrate the topics within your assignment schedule below, OR list the topics to be covered - https://erpdnssb.ccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor]

COURSE REQUIREMENTS / EXPECTATIONS

[Enter course requirements and student expectations here. Clearly explain what your students need to do to be successful in this course. This heading is OPTIONAL, but the content must be stated elsewhere in your syllabus.]

GRADING POLICY

[REQUIRED – may or may not include all of the sub-headings below but your grading policy should include all assignments and evaluations as well as how grades are calculated. Your students should be able to calculate their grades based on this information.]

METHODS OF EVALUATION / GRADING / ASSESSMENT

[i.e., Quizzes, Discussions, Assignments]

GRADING SCALE

[Criteria here]

CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

[Criteria here, OPTIONAL, depending on your grading methods]

COURSE POLICIES

[Conditions here, OPTIONAL, depending on your class standards]

IMPORTANT DATES

[REQUIRED – required wording as follows:]

STUDENTS: PLEASE VERIFY THE SPECIFIC DROP AND WITHDRAW DATES FOR THIS COURSE IN YOUR “[Detailed Student Schedule \(with Drop-Withdrawal Dates\)](#)” LINK IN THE ROCK, UNDER THE STUDENT TAB

(https://erpdnssb.ccs.edu/PRODRRCC/wt_student_sched.P_DisplayStudentSched)

DROP/CENSUS DATE (LAST DAY TO DROP WITH A REFUND)

This is the last day you can remove yourself from this class without having to pay for the class and without the class showing on your permanent student record. If you are considering dropping the class, please talk to your instructor first. If you are on financial aid, you should also consult a financial aid advisor before dropping a class. All students are encouraged to see an academic advisor about how dropping may affect their goals.

WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A “W”)

This is the last day you can remove yourself from this class and receive a “W” for the class instead of a grade. You are responsible for payment. If you are considering withdrawing from the class, please talk to your instructor first. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class. All students are encouraged to see an academic advisor about how withdrawing may affect their goals.

[List other items and dates here, OPTIONAL]

ATTENDANCE POLICY

[Attendance policy here, OPTIONAL, but strongly recommended]

MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

[Policies here, OPTIONAL, but strongly recommended]

ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

[Policies here, heading is OPTIONAL, the Academic Misconduct paragraph from the student handbook is listed in the RRCC SYLLABUS INSERT. If you have additional or more specific policies for your course, include them here.]

CLASSROOM CONDUCT

[Policies here, OPTIONAL]

CLASS CANCELLATION POLICY

[Policies here, OPTIONAL]

RRCC SYLLABUS INSERT – REQUIRED AND ADDITIONAL INFORMATION

[REQUIRED – required wording as follows:]

All students are required to be familiar with the information contained in the RRCC Syllabus Insert document. In addition to your instructor reviewing the required content in class, the RRCC SYLLABUS INSERT can be found as an announcement on all D2L landing pages (where you have access to all of your courses) and in the “Student Help” pull-down menu.

TENTATIVE COURSE OR ASSIGNMENT SCHEDULE

[Schedule of topics and assignments here, OPTIONAL, but strongly recommended. Please note that the topical outline information [from CCNS](#) MUST be included in the syllabi in some variation either by copying the topical outline as written in CCNS, integrating the topics within the assignment schedule, or listing the topics to be covered. You may provide the course schedule to your students as a document that is separate from the syllabus but then you MUST have the topical outline information included in the syllabus.]

WEEK 1 – START DATE – END DATE

- Complete and Submit the Syllabus Quiz (Due Date)
- Complete the Introduction Discussion (Due Date)

WEEK 2 - START DATE – END DATE

- Item 1
- Item 2

WEEK 3 – START DATE – END DATE

- Item 1

- Item 2

WEEK 4 - START DATE – END DATE

- Item 1
- Item 2

WEEK 5 – START DATE – END DATE

- Item 1
- Item 2

WEEK 6 – START DATE – END DATE

- Item 1
- Item 2

WEEK 7 – START DATE – END DATE

- Item 1
- Item 2

WEEK 8 – START DATE – END DATE

- Item 1
- Item 2

WEEK 9 – START DATE – END DATE

- Item 1
- Item 2

WEEK 10 – START DATE – END DATE

- Item 1
- Item 2

WEEK 11 – START DATE – END DATE

- Item 1
- Item 2

WEEK 12 – START DATE – END DATE

- Item 1
- Item 2

WEEK 13 – START DATE – END DATE

- Item 1
- Item 2

WEEK 14 – START DATE – END DATE

- Item 1
- Item 2

WEEK 15 – START DATE – END DATE

- Item 1
- Item 2