



PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

1833 West Southern Ave Mesa, AZ 85202 · 480-461-7000

COURSE & SECTION [REQUIRED]

Course Title - Semester and Year - Credits - PreRequisites - Format

INSTRUCTOR CONTACT [REQUIRED]

Instructor: [Your Name]
Email: [Your Email]
Office Hours: [Your Office Hours]
Phone: [Your Phone Number]

COURSE DETAILS [REQUIRED]

Location: [Classroom Location]
Dates: [Start and End Dates]
Days: [Meeting Days]
Time: [Meeting Time]

Instructional Contact Hours and Minimum Expectations for the number of hours spent out-of-class to complete coursework: For every hour you spend in class, you should spend at least two (2) hours outside of class studying the material and completing your assignments. For example, if you take a class one (1) hour a day, three days a week, you should devote at least **6 hours** a week outside of class.

COURSE DESCRIPTION [REQUIRED]

Add the course description from the MCCCDC curriculum guide: curriculum.maricopa.edu

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT OFFICIAL COURSE COMPETENCIES [REQUIRED]

Add the course competencies from the MCCCDC curriculum guide: curriculum.maricopa.edu

High School Class to College Course Alignment

High School Class Unit	Concepts	MCCCDC Competency Alignment
Statistics	Data Representation and Analysis Modeling with Linear and Exponential Functions for Best Fit Measures of Central Tendency Measures of Variation Percentiles and Quartiles Normal Distributions Applications	1, 2, 3, 4, 5, 7, 8

REQUIRED COURSE MATERIALS

- Enter information about textbooks, materials and technologies.
- Add any additional required materials that you want, such as a 3-ring binder for notebook checks, etc.
- Use a bullet for each item
- **Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (e.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.**

GRADING [REQUIRED]

Assignment	Points
Homework	100
Attendance	100
Quizzes	100
Exams	300
Final Exam	200

Grading Scheme

A	100% - 90%
B	< 90% - 80%
C	< 80% - 70%
D	< 70% - 60%
F	< 60%

ATTENDANCE POLICY [REQUIRED]

Attendance will be taken daily. You must be here and you must be on time because this is the only way real learning will occur. **Include absence policy here (with information on when a student will be withdrawn for non-attendance).**

Excused Absences

“Excused” absences, according to MCC’s policies include ONLY those due to college sanctioned events or religious observances. Long term medical leave (with documentation) will be excused at the instructor’s discretion. Jury duty or subpoenas will be excused with documentation. If you come to class after attendance has been taken, you will be considered tardy. Two tardies will count as one absence. **Edit the tardy policy as you see fit.**

Attendance Withdrawal Policy

If you stop attending this class after the 45th day of the semester, your instructor may award a grade of W, Y, or F depending on your status in the class up until the day you stopped attending. Please discuss any desires to withdraw from the class with your instructor so together you can decide on the best course of action. **Please follow your department’s policy regarding withdrawals.**

RESOURCES

Academic Support [UPDATE RESOURCES PER COLLEGE]

Learning Enhancement Center:

Many students find that college coursework provides new academic challenges. Students who wish to deepen their understanding of course concepts, extend their skills, and improve their performance in their course(s) are encouraged to use the free tutoring and other support services in the Learning Enhancement Center. Tutoring is available at ...

Writing Center:

The Writing Center provides one-on-one appointments to help students during any phase of the writing process: brainstorming, prewriting, researching, drafting, and revising. The Writing Center is located at...

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed on the following webpage: <https://district.maricopa.edu/consumer-information/disability-resources/contacts>. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

Please request your accommodations through the Disabilities Resources and Services Office.

Counseling Services

The Counseling Department provides a variety of counseling services to assist students in addressing their personal, academic, career development, prevention, and intervention challenges. Confidential services are offered free of charge to students. Counseling faculty support and empower students in the process of setting and attaining their academic, career, and personal goals.

STATEMENT OF STUDENT RESPONSIBILITIES [REQUIRED]

It is your responsibility to understand the policies listed in this syllabus as these are the guidelines that your instructor will follow for grading, attendance, etc. It is also your responsibility to read and understand the college policies included in the student handbook as they may apply to you in the case of an incomplete grade, withdraw for failure to attend, etc.

[Add link to college student handbook.](#)

TUITION CHARGES AND REFUNDS

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

CANVAS: LEARNING MANAGEMENT SYSTEM

Maricopa Colleges use Canvas, an online learning management system. Whether your class is face-to-face, hybrid, or entirely online, course materials should be accessed by students in Canvas.

[How to Access Canvas](#)

<https://learn.maricopa.edu/>

STUDENT EMAIL

You will need a student email account so that your instructor can communicate with you regarding course work and performance in this class. This is available to all MCC students at no charge. Contact your instructor through your Maricopa email or through Canvas. Emails from accounts other than Maricopa (Yahoo, msn, Hotmail) will go into spam and will delete immediately.

[Setting Up Your Maricopa Email](#)

TESTING POLICY & FINAL EXAM INFORMATION

Include relevant information about tests, finals, and other assessments.

HOMEWORK

Explain homework assignments/requirements including minimum expectations for number of hours spent out-of-class to complete coursework.

EXTRA CREDIT

Any opportunities for extra credit will be given to the whole class. There will be no special extra credit assignments for certain individuals to raise their grades. **Modify or remove Extra Credit section as needed.**

MAKE-UP TESTS & LATE WORK

Include your policy about make-up tests/essays/major assignments.

Include additional information about late work such as homework assignments (when it is accepted/not accepted).

OTHER

Use this section to include any other class components you may have, such as quizzes, notebook checks, etc.

POLICY ON CELL PHONES AND OTHER DEVICES IN CLASS

Include your policies on phones/electronic devices in the classroom.

ACADEMIC INTEGRITY

Academic misconduct and dishonesty includes, but is not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior. All instances of academic dishonesty will be reported to the Chair of the [Your department name] Department and other appropriate authorities. Students displaying acts of academic dishonesty are subject to grade adjustment, course failure, probation, suspension, or expulsion. See the student handbook for more information regarding cases of academic misconduct.

Include additional information about cheating, plagiarism, etc.

BEHAVING RESPONSIBLY AND COOPERATIVELY IN A _____ CLASS

Part of becoming a better (include subject) student is learning to appreciate the ideas and critiques of others. Part of our purpose in this class is to come together as a community of learners in which ideas are shared and we learn by doing and explaining, not just by watching. Often, you will find that your classmates have different perspectives than you and can offer tips or techniques that can enhance your learning and understanding. You have a lot to learn from the instructor, but you also have a lot to learn from each other. Students are expected to come to class prepared to participate. Remember, none of us is as smart as all of us! Everyone has something to offer. You will be asked to work cooperatively with others and you are expected to be a contributing member to your group. Adjust this section as needed.

RECOMMENDATIONS FOR ACADEMIC SUCCESS

For every hour you spend in class, you should spend at least two (2) hours outside of class studying the material and completing your assignments. For example, if you take a class one (1) hour a day, three days a week, you should devote at least **6 hours** a week outside of class.

Students do not fail at the end of the semester. If a student is failing in the last week, it is because of what he or she has done throughout the semester. Keep up with the work. Keep track of your points and percentage in the class. Keep track of assignment due dates on the course calendar. Remember, you cannot complete all the assignments in the last few days of the semester.

Learn and Earn: Do you have a 3.25 GPA? Read on!

Learn and Earn! Do you have a 3.25 GPA? Read on! The Honors Achievement Award is open to students who have completed 12 college-level credits within the Maricopa Colleges and have a minimum cumulative GPA of 3.25. If this is you, apply to the Honors Program, enroll in at least 6-graded credits, including one 3-credit honors course for the semester. To be awarded funds, you must complete the honors course with at least a "C" grade and participate in one co-curricular activity during the semester. Any students who qualify for this award should contact the Honors Office.