

HCC TEMPLATE FOR COURSE SYLLABUS AND GUIDE Resources for Instructors		
Discipline/Program	1	
Course Level	1	
Course Title	1	
Course Rubric and Number (e.g. HIST 1301)	1	
Semester with Course Reference Number (CRN)	2	
Course Location/Times	2	
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	1	
Total Course Contact Hours	1	
Course Continuing Education Units (CEU): If applicable	1	
Course Length (number of weeks)	2	
Type of Instruction	2	
Instructor contact information (phone number and email address)	2	
Office Location and Hours	2	
Course Description: ACGM or WECM	1	
Course Description: HCC Catalog Description	1	
Course Prerequisite(s)	1	
Academic Discipline/CTE Program Learning Outcomes	1	
Course Student Learning Outcomes (SLO): 4 to 7	1	
Learning Objectives (Numbering system should be linked to SLO – e.g., 1.1, 1.2, 1.3, etc.)	2	
SCANS and/or Core Curriculum Competencies: If applicable	1	
Course Calendar	2	
Instructional Methods	2	
Student Assignments	2	
Student Assessment(s)	2	
Instructor's Requirements	2	
Program/Discipline Requirements: If applicable	1	

HCC Grading Scale	1	<p>A = 100 – 90:4 points per semester hour</p> <p>B = 89 – 80:3 points per semester hour</p> <p>C = 79 – 70:2 points per semester hour</p> <p>D = 69 – 60:1 point per semester hour</p> <p>59 and below = F0 points per semester hour</p> <p>IP (In Progress)0 points per semester hour</p> <p>W(Withdrawn).....0 points per semester hour</p> <p>I (Incomplete).....0 points per semester hour</p> <p>AUD (Audit)0 points per semester hour</p> <p>IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.</p>
Instructor Grading Criteria	2	
Instructional Materials	1	
HCC Policy Statement: ADA Academic Honesty Student attendance 3-peaters Withdrawal deadline	1	<p>Access Student Services Policies on their Web site: http://hccs.edu/student-rights</p>
Distance Education and/or Continuing Education Policies	1	<p>Access DE Policies on their Web site: http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf</p> <p>Access CE Policies on their Web site: http://hccs.edu/CE-student-guidelines</p>
Test Bank	3	
Scoring Rubrics	3	
Sample Assignments	3	
Sample Instructional Methods/Activities	3	