

Mott Community College

Course Syllabus: [Click or tap here to enter text.](#) [Click or tap here to enter text.](#)
(Name of Course) (Course #)
[Click or tap here to enter text.](#) [Click or tap here to enter text.](#)
(Credit Hours) (Contact Hours)

Semester: [Click or tap here to enter text.](#)

Division: [Click or tap here to enter text.](#) [Click or tap here to enter text.](#)
(Name of Division) (Division Phone #)

Instructor: [Click or tap here to enter text.](#) **Office:** [Click or tap here to enter text.](#)
(Room #)

Contact Information: [Click or tap here to enter text.](#) **Phone:** [Click or tap here to enter text.](#)
(MCC email address) (Office #)

Course Description: [Click or tap here to enter text.](#)

Required Text: [Click or tap here to enter text.](#) **ISBN:** [Click or tap here to enter text.](#)

Equipment or **Additional Supplies:** (Publisher's link) [Click or tap here to enter text.](#)

Course Objectives and Outcomes: (per CPSC) [Click or tap here to enter text.](#)

Grading Policy: [Click or tap here to enter text.](#)

Incomplete Grade Policy: [Click or tap here to enter text.](#)

Attendance Policy: [Click or tap here to enter text.](#)

As a general rule, changes in attendance patterns will mean changes in financial aid awards. Students not attending classes may be held liable for all charges incurred.

Tardiness Policy: [Click or tap here to enter text.](#)

Withdrawal Policy: Students who **withdraw from college** are recommended to see a counselor in the Counseling Center, PCC2030. Students are still required to complete a [class schedule worksheet PDF document](#) form listing the classes from which they are withdrawing.

Emergency College Closing: http://www.mcc.edu/public_safety/ps_sch_closing.shtml 810-232-8989

Assignments: (name/number, dates due) [Click or tap here to enter text.](#)

Late Submission Policy: [Click or tap here to enter text.](#)

Extra Credit: [Click or tap here to enter text.](#)

Make Up Work Policy: Click or tap here to enter text.

Classroom Policies: (if applicable) (participation, safety requirements, cell phones, etiquette in the classroom, food/drink, recording, use of equipment, etc.)

Click or tap here to enter text.

Accommodations Policy: Mott Community College is committed to providing equal opportunity for participation in all programs, services, and activities and adheres to Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act, as amended (2008) to provide effective auxiliary aids and services for qualified students with documented disabilities. Requests for accommodations by students with disabilities may be made by contacting **Disability Services** at **810-232-9181** or on the website at disabilityservices@mcc.edu. Once your eligibility for an accommodation has been determined, you will be issued an Instructor Notification Letter. Please present Instructor Notification Letters to instructors at the start of the semester and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

MCC Title IX Policy: Consistent with Title IX of the Education Amendments of 1972, Mott Community College will provide appropriate adjustments and/or support to pregnant and parenting students. With medical documentation from a physician, the adjustments and accommodations may include providing a larger classroom desk or a designated lactation room, allowing frequent trips to the restroom, permitting temporary access to elevators, providing opportunities for making up missed work, allowing the student to submit work after a missed deadline due to absences related to pregnancy or childbirth, or providing a leave of absence for a period of time.

For questions about your rights pursuant to Title IX and other non-discrimination related compliance matters, contact the **Title IX Coordinator – Chris Engle**, Dean of Enrollment, Retention and Registrar/Title IX Coordinator at **810-762-0024** or at titleix@mcc.edu.

Care Team: careteam@mcc.edu 810-762-0439

If you or someone you know needs support, is distressed, or exhibits concerning behavior, help by making a referral to the Care Team. The Mott Community College Care Team is committed to improving the safety and well-being of the college community through proactive and supportive interventions. As your instructor, I may contact the Care Team to seek support for you. I encourage you to fill out a referral if you or a classmate are in need of help. You may contact the Care Team by filling out a referral at www.mcc.edu/care. In case of an emergency, please call 9-1-1.

Resources:

- **Writing Center** – 810-762-0229 The Writing Center is sponsored by the [Humanities Division](#) and provides one-on-one assistance to students, faculty and MCC staff with any writing project, from understanding assignments and gathering information, to developing ideas and tightening documents. We believe that writing is a social process, and the Writing Center serves as a place and catalyst to enable that process. http://www.mcc.edu/humanities/wc_index.shtml

- **Math Empowerment Center** – 810-762-0178 The Math Empowerment Center (MEC) was established to offer free math support to MCC students. http://www.mcc.edu/science_math/sc_math_empowerment.php
- **ITS Help Desk** – 810-762-4357 Located in CM 1208 for password reset, Blackboard technical assist, and minor computing technical aid
- **eSupport.mcc.edu** – Tips and Tricks, Troubleshooting and Tutorials available online for students. <http://www.mcc.edu/eSupport/index.php>
- **Library** - http://www.mcc.edu/library/lib_onlineResources.php
- **Computer Labs** - http://www.mcc.edu/its/its_comp_hours.shtml
- **Tutoring:** http://www.mcc.edu/tutoring/tu_index.shtml
- **Learning Center:** learningcenter@mcc.edu 810-762-0399
- **Testing Center:** testingcenter@mcc.edu 810-762-0406

Ref/Facresourceguide/2017