CENTRAL CAROLINA
COMMUNITY COLLEGE

Syllabus Revision Date:

CCCC Course Syllabus

WELCOME MESSAGE:

Course Information:

Course Title:	Course Meeting Times:
Course ID:	Lecture Hours:
Term and Year:	Lab Hours:
Course Delivery:	Credit Hours:
Course Meeting Location(s):	Other:

Course Description
(As it appears in the College Catalog.)

Pre/Co-requisites
(As they appear in the College Catalog.)

Student Learning Outcomes:
Upon successful completion of this course, students will be able to:

Instructor Contact Information:

- Instructor's Name:
- Phone:
- Email:
- Office Location:
- Office/Student Hours:
- Other Contact Information:

Preferred Method of Communication:

Instructor Response Expectations:

Your questions and concerns are important! I will respond to all email or phone calls within 48 hours of receiving them. If you do not hear from me, please feel free to reach out again, come by my campus office, or visit my virtual student hours.

Office/Student Hours:
I welcome you to contact me outside of class and student hours. You may email me, call my office, or contact the department and leave a message. Personal assistance is always available by appointment. I look forward to seeing you during student hours.

College Mission

Central Carolina Community College fosters individual, community, and economic development through transformative lifelong learning.

College Diversity, Equity, and Inclusion statement

Central Carolina Community College's commitment to diversity, equity, and inclusion is inspired by our vision to provide exceptional learning for all.

- Diversity: We recognize and respect the variety of experiences and contributions represented by all our students, employees, and community.
- Equity: We seek to create a learning environment where everyone is supported and valued for their unique perspectives and experiences.
- Inclusion: We foster and promote the participation of all members of our diverse communities.

Classroom Etiquette
Promoting mutual respect and professionalism, you are expected to treat your instructor and all other participants in the course with courtesy and respect. Your comments to others should be factual, constructive, and free from harassing statements.

You are encouraged to disagree with other students, but such disagreements need to be based upon facts and documentation (rather than prejudices and personalities). It is the instructor's goal to promote an atmosphere of mutual respect in the classroom. Please contact the instructor if you have suggestions for improving the classroom environment.

Students should discuss issues directly with the instructor; however, students may also leave a note in the instructor's mailbox or via Inbox in Blackboard.

Textbook(s)

Required Supplies/Materials/Tools

Course Policies and Procedures:

Course Expectations:

Assignments:

Grading Scale:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

Grading Policy, Weights (%) and Procedure:

Course Calendar and Due Dates:

CCCC Attendance Guidelines

- You should attend every class, but extenuating circumstances arise that can make this difficult. If you cannot attend a class, please let me know. If circumstances make you miss more than 3 classes during the semester, you may be overextended. I ask that you come see me to discuss your options.
- You must attend 80% of the total hours of any class to receive a passing grade.
- Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, you must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course.
- Exceeding the absence limits may result in being dropped from the course.
- For more information visit the CCCC 2022-2023 Student Handbook.

Course Attendance Policy:

Late Work Policy:

Communicable Diseases

Central Carolina Community College continues to monitor the COVID-19 pandemic and align the college's planning with guidance from the N.C. Community College System and from our local and state health officials. Our top goal is to protect the health and safety of our students, employees, and the community, while delivering quality learning experiences. Check www.cccc.edu/covid for the latest college communication and information, as institutional plans could change. Specific changes made to the modality or expectations for this course will be announced via Blackboard and Cougarmail by the instructor.

Student Information Center

CCCC provides a variety of academic resources and services intended to support your academic experience and success. The Student Information Center contains information about college policies and procedures (College Calendar, Inclement Weather Policy, Safety, Grade Appeals), student resources (tutoring, veteran resources), and more.

Central Carolina Cares

CCCC recognizes that students balance a variety of responsibilities including their academic pursuits. The college offers resources to help you with the challenges of juggling family, finances, and mental health. Please visit Central Carolina Cares to learn more about these services.

Technical Support

CCCC offers technical support if you encounter issues with Blackboard, Self-Service, Cougarmail or the CCCC Portal. The college also offers students free downloads for Microsoft Office 365. For more information, visit Technical Support.

Student Rights and Responsibilities

CCCC cultivates student growth by promoting students' awareness and understanding of their rights and responsibilities, which can be found in the Student Planner and Handbook.

Title IX/Equal Opportunity

Central Carolina Community College does not practice or condone discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. CCCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence. Any employee or student violating these policies shall be disciplined in accordance with established college policy.

The Family Educational Rights and Privacy Act

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General Education Provisions Act. This policy is applicable for all students, regardless of the mode of

instructional delivery for the courses in which the students are enrolled. For more information regarding student privacy, please review the most recent version of the Student Handbook.

Papers will be checked for plagiarism. In accordance with the Family Educational Rights and Privacy Act, Central Carolina Community College students can elect to redact their names from submissions. In place of names, students may use a code known only to them and their instructors. Students cannot opt out of using SafeAssign or Turnitin but can choose a code to protect privacy.

Academic Honesty

You have what it takes to succeed in this course without engaging in academic misconduct. Do not jeopardize the hard work you've put into this course. Cheating, plagiarism, and similar acts of dishonesty are prohibited throughout this course. This course follows the guidelines and penalties for academic dishonesty in the Student Handbook, the college website, and the CCCC Policies and Procedures Manual.

Other:

Accountability Statement for (Insert Course Number, Section, and Name)

I have read and understand that I am accountable for all of the information contained in this syllabus. I have been given an opportunity to clarify any questions that I have.

Student's Signature Date

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