

Course Information

Course Number: (Prefix & No.)

Credits:

Pre-requisites:

(Please check GTCC Catalog [<https://catalog.gtcc.edu/>] to confirm most recent Pre-reqs & Co-reqs)

Co-requisites:

Description: (Catalog)

Textbooks:

Supplies:

**Minimum Technical
Requirements:**

**Supplemental
Materials:**

Instructor Information

Instructor's Name:

E-Mail Address:

Office Information

Location: (Building/Room)

Campus:

Address:

City, State, Zip:

Office Phone: 336-334-4822 or 336-454-1126, ext.

Office Hours: (Post Specific Hours)

Class Information

Beginning Date:
Meeting Times:
Number of Weeks:

Census Date:
Meeting Locations:
Final Exam Date:

Withdrawal Date:
Delivery Method:

Census Date Policy

If a student does not meet the Census Date criteria, he/she is reported as a **No Show** for the course. Meeting the census requirements is based on the delivery method of the section. (Please delete all definitions below except the ONE that is specific to this section)

- **Face-to-face courses**—A student **must attend** one or more class sessions **prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.
- **Blended or hybrid (webbed) courses**, a student **must attend** one or more class sessions OR **must submit an assignment or participate in a graded activity (through Moodle/Canvas) prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.
- **Online courses**—A student **must submit an assignment or participate in a graded activity (through Moodle/Canvas) prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.
- **Partially Synchronous courses**—A student **must attend** one or more class sessions (*through MS Teams*) OR **must submit an assignment or participate in a graded activity (through Canvas) prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.
- **Fully Synchronous courses**—A student **must attend** one or more class sessions, (*through MS Teams*) **prior to or on the 10% point (Census Date)** in the class, which is noted in the Instructor Information section of the course syllabus.

Withdrawal Policy

It is the student's responsibility to withdraw from a class by the course withdrawal date that is noted in the Instructor Information section of the course syllabus. Failure to follow the withdrawal procedure will result in a grade of "F" for the course. Students are encouraged to consult with their instructors before withdrawing from the course.

Student Learning Outcomes

At the completion of the course, the students should be able to do the following:

(Post your lead-in sentence for your course)

1. Enter SLOs here
-

Grading Policy

Grading Scale

GRADE	REQUIREMENT
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Evaluation of Performance

(Insert your criteria here)

Class Attendance

(Insert your policy here)

Time Expectation

(Insert the amount of time a student should expect to spend on the course each week)

Turnaround Policy

(Insert your turnaround policy here, including email, discussion postings in an online course, feedback on assignments, and grades)

Late Work Policy

(Insert your policy here)

Course Expectations

(Insert information here regarding expectations such as site visits, acceptable formats for assignments, proctored exams, etc. Online instructors requiring proctored exams must include this link: <https://www.gtcc.edu/admissions-and-aid/assessment-center/proctoring-services-for-gtcc-and-non-gtcc-students.php>)

School Closing Policy

GTCC communicates school or campus closings and other emergency information through E2Campus text messages and the Omnilert app. (<https://www.gtcc.edu/student-life/campus-safety-and-police/e2campus-sign-up.php>) (Post your process for notifying students here.)

Quality of Instruction Statement

GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the dean. The description of Students' Rights and Responsibilities can be found in the current Student Handbook. GTCC courses reflect essential employment skills and general education core competencies.

Department:

Chair:

Email:

Division:

Dean:

Email:

Subject to Change

This course syllabus is subject to change as determined by the course instructor. If changes are needed, an addendum to the syllabus will be provided to each student and implementation of changes will be set forth at date that addendum is issued.

COURSE SCHEDULE

[Course Prefix and Number] [Delivery method (Traditional, Blended, or Hybrid, Synchronous, Online)] – [Semester and year]

- The schedule below is an overview of the course schedule for the **[Delivery method(should match what is listed above)]** section of **[Course Prefix and Number]**. This schedule is subject to change by the instructor.
- This class meets [meeting days] from [meeting times] in the [Building], [Room number], beginning on [class start date].

Major assignments and tests are listed here. Please check the Canvas site for other assignment deadlines and submission links. [Remove this statement if CANVAS is not used to post assignments.]

WEEK	ASSIGNMENT	DUE DATE
WEEK 1: [date(s) of Week 1]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 2: [date(s) of Week 2]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
<i>Early Holidays listed here (e.g. MLK Holiday, Labor Day, etc.)</i>		
WEEK 3: [date(s) of Week 3]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 4: [date(s) of Week 4]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 5: [date(s) of Week 5]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 6: [date(s) of Week 6]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 7: [date(s) of Week 7]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 8: [date(s) of Week 8]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
<i>[Spring or Fall Break dates listed here]</i>		
WEEK 9: [date(s) of Week 9]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 10: [date(s) of Week 10]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 11: [date(s) of Week 11]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
<i>[Late Semester holidays listed here (e.g. Good Friday, Thanksgiving, etc.)]</i>		
<i>Please Note: Last date to withdraw is [withdrawal date].</i>		
WEEK 12: [date(s) of Week 12]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 13: [date(s) of Week 13]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 14: [date(s) of Week 14]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 15: [date(s) of Week 15]	[Topic Covered or Chapter Title]	[Major deadlines or due dates for the week]
WEEK 16: [date(s) of Week 16]	FINAL EXAM	[Specific date of final exam]
Calendar is Subject to Change by Instructor		

Policies and Information on all Syllabus

ADA Statement

If you have a disability that may affect your academic performance **and** are seeking accommodations, it is your responsibility to inform DisAbility Access Services, Medlin Campus Center Room 3800, ext. 50157 or das@gtcc.edu as soon as possible. It is important to request accommodations early enough to give the Disabilities staff adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of the disabilities staff. **More information about [DisAbility Access Services](#) can be found on the college website.**

Title IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the college's Title IX Policy. For information about Title IX or to make a report, please visit the [Title IX page](#) or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu.

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. GTCC will work with students who, as a result of pregnancy or childbirth, require accommodations. Accommodations will be offered for as long as the student's doctor deems the absences medically necessary. For information about requesting pregnancy related accommodations, please visit the [Title IX page](#) or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu.

School Closing Policy

GTCC communicates school or campus closings and other emergency information through E2Campus text messages and the Omnilert app. (Sign up for [E2Campus](#) here.)

Navigate

Navigate helps you succeed at GTCC by keeping you on track and connecting you with people on campus who can help. Instructors use Navigate to issue Progress Reports to students throughout the term. If your instructor is worried about you, they can issue an alert that lets campus staff know that you might need some help. These staff members, called Academic Achievement Specialists, may reach out to you by phone or email. They want to connect you to offices on campus that can answer your questions or provide the support you need. Make the most of your GTCC experience by downloading the Navigate app in the App Store or Google Play.

Online Classroom

This course has an online classroom in *Moodle*. This classroom can be accessed by going to the GTCC Moodle site at online.gtcc.edu. Here you can access course documents, possible assignments and stay in contact with both your instructor and classmates. If you experience difficulty accessing your online classroom, please notify your instructor immediately. Contact Technical Assistance 24 hours a day/7 days a week at 1-866-826-3748.

Course Delivery Definitions

Course delivery methods are defined by the amount of time is in the classroom, and the amount of time that is online. You can quickly determine this by looking at the section number.

Traditional (FJTxx)

These sections have 100% of the required meeting time in the classroom. There may still be a Moodle site for supporting content or homework, but all of the classroom instruction is met by meeting in the classroom.

Blended (FJBXxx)

These sections have 51 to 99% of the required meeting time in the classroom. The remaining required time is met by completing various assignments, audio/video activities, and/or tests in the Moodle site.

Hybrid (FJWxx)

These sections have 1% to 50% of the required meeting time in the classroom. These sections are very similar to the Blended sections. The difference is there will be more required content (various assignments, audio/video activities, and/or tests) in the Moodle site.

Fully online or Fully Asynchronous (FONxx)

These sections have 100% of the required meeting time online. There is no classroom time with an online section. These sections require you to complete **all** the course work through the Moodle site, including assignments, audio/video activities, and/or tests.

Fully Synchronous (FSYxx)

These sections require you to complete **all** the course work (assignments, audio/video activities, and/or tests) through the Moodle site **and** participate virtually at a set time through MS Teams. The “set time” will be listed on the schedule when you register for the class. The meeting location can be wherever you choose as long as you have an Internet connection and MS Teams.

Partially Synchronous and Partially Asynchronous (FSYxx)

These sections require you to complete **all** the course work (assignments, audio/video activities, and/or tests) through the Moodle site **and** participate virtually at a set time through MS Teams. The “set time” will be listed on the schedule when you register for the class. The meeting location can be wherever you choose as long as you have an Internet connection and MS Teams. These sections may also have content other than homework that is required through Moodle/Canvas. You should closely watch for assignment postings and class meetings to ensure that you do not miss important content.

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The Center for Academic Engagement

The Center for Academic Engagement (CAE) provides academic and non-academic support to the GTCC community in order to help individuals succeed in education and in life.

Tutoring

Have questions? Get answers! The GTCC Tutoring Centers offer FREE tutoring in a variety of formats to fit your needs and schedule. For the most up-to-date information about our locations, hours, and subjects, visit our [Tutoring page](#) on Moodle. From the Moodle home page, click the Tutoring graphic at the top of the page. For questions, email cae@gtcc.edu.

Tutor.com

Tutor.com is a 24/7 professional online tutoring service for a variety of subjects. Students have five hours of on-demand tutoring and document review per semester. To access Tutor.com, go to the Tutoring block on the Moodle homepage and click the Connect to an Expert Tutor graphic.

Titan Hub

Do you need a computer to complete assignments or help with printing, saving, or uploading your work, downloading and installing Office, activating your Titan account, or resetting your password? The Titan Hub Computer Lab, located on the third floor of the Jamestown Campus library (LRC 301), provides both PC and Apple computers, printers, study areas, charging stations, computer tutoring, and more.

Titan Link

Life happens, and if you're a GTCC student, you and your family may qualify for food bank access, bus passes, financial assistance, and more. Titan Link can connect you to college and area resources to help you stay focused on your academic and professional goals. Visit the [Titan Link web page](#) to learn more about services, locations, and hours or email titanlink@gtcc.edu.

Student Privacy

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or discussion board postings, where relevant to the course. Examples include online discussions of class topics and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Intellectual Property Statement

The materials shared with you in this course are authorized and owned by the instructor, the school, and/or the book publisher. Copyright laws must be respected in using these materials. For example, unless authorized to do so, do not share course materials with anyone outside the course.

Student Academic Integrity

Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. Please visit the [Student Academic Integrity policy](#) on our website for more information.

Student Complaint Policy

Guilford Technical Community College (GTCC) is dedicated to resolving student complaints in a timely, fair, and amicable manner. Students attending GTCC who would like to resolve a [Grade Related or Non-Grade Related Complaint should follow the Institutional Student Complaint Policy the college website](#).

After students have read the Institutional Student Complaint Policy, they will complete the Grade-Related Complaint Form or Non-Grade Related Complaint Form located on the right side of the policy document.

Online students should follow the above process. At-a-distance online students, known as eDegree students should follow the [At a Distance Complaint Process](#).

Student Conduct Policy

Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy. In addition to expectations for student behavior for this course provided above, a list of prohibited behaviors is documented in the [College's Student Code of Conduct](#). Included in the Code of Conduct is reference to the authority granted to instructors to remove students from the classroom when the student's behavior becomes a significant disruption to the learning and/or teaching environment.