Course Syllabus Template -Summer 2023

Site:	Moodle@Wilkescc	Printed by:	Lisa Wilmoth
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Description

The course syllabus provides specific course descriptions, outcomes, requirements, and instructor policies.

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Course Information

Course:

Prerequisites:

Corequisites:

Method of Instruction:

Semester:

Semester hours credit:

Class hours per week:

Course Description

Course Objectives

Course Learning Outcomes

Program Learning Outcomes

Course Text and Requirements

Text:

Course Supplies & Materials:

Computer Requirements:

Minimal Technical Skills Requirements:

Instructor Contact Information

Name:

Office:

Office Hours:

Telephone:

Email:

Website:

Instructor Grading and Testing Policies

Extra Credit assigned at the discretion of the instructor.

Makeup Procedures at the discretion of the instructor.

Grading Scale

A 10-point grading scale is used college-wide.

- A 90-100 Excellent
- B 80-89 Above Average
- C 70-79 Average
- D 60-69 Below Average
- F 0-59 Failure

Instructor Course Policies

Incompletes given at the discretion of the instructor.

Withdrawal

Students may choose to drop courses after registration ends and through the last date to withdraw from a class. The implications of dropping the course should be discussed with the advisor, and then with financial aid, if applicable.

Students are responsible for initiating the drop process by completing an electronic drop form and forwarding it to the instructor, who will record the last date of attendance and send it to Student Services for final processing. Possible consequences of not following the drop process include a failing grade and reduced grade point average. For those who complete the drop process before the last date to withdraw, a grade of “W” will be reported on the grade report and transcript. Drop forms can be found under Student Forms on the WCC Prowler web page.

Attendance

Class attendance and participation promote learning; attendance and punctuality are expected. Regardless of reasons for absences, students will be held accountable for all academic activities; makeup assignments, tests, and/or other activities may be required.

Instructors are required to withdraw a student when two consecutive weeks are missed in any term before the published withdrawal date (75% point of the term). If a student has been in contact with the instructor and is making academic progress toward passing the course, the instructor may request the division dean's approval for leniency. If the instructor, department chair, division dean, and the Vice President of Instruction approve, then the student will not be withdrawn from the course.

Instructors who choose or are required by outside agencies to include class attendance as a factor in determining students' final grades, will include this requirement in their course syllabi.

Those who may miss a class due to participation in official college activities should present documentation signed by the club advisor or activity leader a week or more in advance.

For additional information about absence or attendance policies please refer to the college catalog. Go to www.wilkescc.edu/resources to view the college catalog or related policies/procedures.

Instructor Attendance Policy

Field Trip Information:

Online Course Participation

All students must complete the mandatory first assignment prior to ten percent (10%) point of class; students who do not complete this assignment will be dropped from the class.

Students enrolled in a hybrid or online course are expected to actively participate in the online course weekly. Inactive students maybe dropped.

Academic Integrity

Those who plagiarize or participate in other forms of cheating violate the WCC Academic Integrity Policy. The implications of this behavior may include:

- receiving a 0 on the assignment,
- being dropped from the class, or
- receiving an “F” in the course,

based upon the instructor’s interpretation of the evidence.

Testing Integrity

Prior to testing via an online platform or at an approved testing center, students are required to show proof of identity by providing official photo identification.

Communication

Email

- Provide a clear and concise subject line
- Indicate what class they are corresponding about
- Clearly explain the question/problem/concern
- Write in complete sentences
- Avoid texting abbreviations
- Proofread message before sending

Students should email their instructor using their college email account, not their private email account. All emails are considered professional communications; it is recommended that students use the following guidelines:

Netiquette

Students may be required to participate in online discussion forums or collaborate in group activities online. Different viewpoints are expected and encouraged; students must be respectful of others and conduct themselves in the online environment as if they were in a classroom. The following are examples of unacceptable behavior:

- Inappropriate language
- Threatening language
- Language consisting of derogatory remarks or slang
- Language including expletives
- Language that resembles “texting”
- Flaming (words written in all capital letters meant to express anger or rage)
- Demeaning, disruptive, or demoralizing language aimed at anyone

Online Course Feedback

Feedback that is designed to help students improve performance will be provided in Moodle.