



Course Information

| | |
|-------------------------------|---------------------------------|
| Insert Subject Course Section | Insert Course Title |
| Term: | Course Meeting Day/Times |
| Course Location: | |
| Class Hours: | Clinical/Work Experience Hours: |
| Lab Hours: | Credit Hours: |

Instructor Information

| | |
|------------------------|--|
| Insert Instructor Name | Email Address: |
| Office Location: | Web site: Rockingham Community College |
| Telephone: | |
| Office Hours: | |

Department Chair/Program Director/Dean Information

| | |
|------------------|----------------|
| Name | Email Address: |
| Office Location: | |
| Telephone: | |

Course Delivery Methods *(faculty should delete the descriptions that do not apply to this course.)*

Traditional: Class instruction is taught in a classroom environment face-to-face with an instructor.

Hybrid/Blended: Class instruction is a combination of face-to-face meetings and online information delivery.

Internet/Asynchronous Online: Class instruction is delivered exclusively online. Class includes learning activities and content that students are expected to engage independently and on their own time. While students are free to engage the material at the time most convenient for them, assignments are expected to be completed by the indicated due dates.

Synchronous Online: Blackboard Collaborate/Zoom in Moodle

Class instruction has required synchronous meeting times scheduled through Blackboard Collaborate or Zoom within Moodle. Students must log into Moodle and participate during the scheduled class time. Class sessions will be recorded with a replay link available in Moodle for future viewing or review.

Course Description

Insert Course Description

Insert Subject Course Syllabus

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Prerequisite(s)

Insert Prerequisite

Co-requisite(s)

Insert Co-requisite

Course Student Learning Outcomes

Students successfully completing the course should be able to do the following:

Insert Objectives

Required Textbooks

Insert Required Textbooks

Other Required Materials/Software

Insert Other Required Materials

Technical Requirements (Faculty refer to the statement below and modify as appropriate)

This course requires that you have access to the Internet. You are responsible for having a reliable computer and internet connection throughout the course. You will need to have access to, and be able to use the following software packages (include a list of any software a student must have access to fully participate in this course, the following are some examples):

Web browser (Google Chrome, Mozilla Firefox, or Internet Explorer)

Adobe Acrobat Reader

Microsoft Word

Identity Authentication

In keeping with institutional policy, students in any course are required to engage in an identity authentication process. Throughout this course, when accessing the online classroom in Moodle, there will be random online identity challenges. This challenge will ask you to type a given sentence to complete automated identity verification. Simply follow the steps indicated on the screen.



Proctoring Requirements *(Faculty may delete this section if it does not apply.)*

Some assessments in this course require proctoring. For proctored assessments, students may use the [RCC Testing Center](#), RCC's online proctoring service, or an approved and certified proctoring/testing center.

Note: Any use of proctoring services will require providing acceptable identification (photo ID) at the time of administration of the assessment. There is no additional fee for proctoring services provided through the RCC Testing Center or RCC's online proctoring services. Specific guidelines for using the Testing Center are located on the Testing Center webpage. If using other testing centers, you will need to independently verify and pay any fees and guidelines established by that facility.

To prepare for using the online proctoring service, students will need to meet the following technical requirements:

- Working Webcam and Microphone which can be tested at www.testmycam.net
- An Internet connection of at least 2Mbps (www.speedtest.net)
- Chrome internet browser (<https://www.google.com/chrome/>)
- Up to date Operating system (Windows or Mac OS)

You must take the assessment on a desktop computer or laptop (not a tablet or cell phone)

Faculty will review flagged sections of footage. If an academic integrity violation is detected, the academic integrity process and sanctions outlined in this syllabus will apply.

(Important) If students experience unexpected situations during a proctored test, they should email their instructor as soon as possible about the issue.

Accessibility statement

RCC strongly supports reasonable accommodation for all our course participants. This course design reflects a commitment to accessibility and usability for all learners. The platform for the delivery of course content is Moodle.

Course Requirements

The final course grade will be determined as follows: *(provide the grade categories and percent or points information)*



Category *Percent*

Missed/Late Work Policy

(Faculty insert course-specific policy here)

RCC Grading Scale

| Grading Scale | Numerical Equivalent |
|---------------|----------------------|
| A | 90% - 100% |
| B | 80% - 89% |
| C | 70% - 79% |
| D | 60% - 69% |
| F | Below 60% |

Class Attendance

(Faculty insert policy here)

Assignment Feedback (faculty may reduce the suggested time frame)

I will make every effort to return your graded assessments within two weeks after the due date.

Instructor Communication (faculty may reduce the suggested time frame)

I will answer emails and voice mails within 48 hours during the week and within 48 hours after returning from the weekend, holiday, or school break.

Withdrawal

It is the student's responsibility to initiate withdrawal from a course. Student withdrawals must take place **on or before** the course withdrawal date. The course withdrawal date represents the 80% point of the term in which the course is offered. Students are not allowed to initiate withdrawals after this date.

If a student stops attending class and fails to submit a student withdrawal form, the final course grade may result in a grade of "F" for the course.

Students who receive financial aid should contact the financial aid office to determine the impact of withdrawal from a course (s). Withdrawal may affect Satisfactory Academic Progress and continued financial aid eligibility.

RCC Tutoring Services

Insert Subject Course Syllabus

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Tutoring is a free service provided to RCC students. This service is provided in three formats. The Academic Resource Center (ARC), located in the Science Building, provides face-to-face academic support that supplements classroom instruction. Pisces offers online tutoring with RCC tutors. NetTutor is a 24/7 online tutorial service. The link to access Pisces and NetTutor is in Moodle.

Violations of Academic Integrity

(Faculty insert course-specific policy here)

Syllabus Addendums and Additional School Policies

In addition to the material covered within this syllabus, students are required to review the supplemental syllabus material provided in the "College Policies" block in the course Moodle Shell. The block includes links to important information regarding RCC policies and practices.

Syllabus Disclaimer

The course syllabus is an educational agreement between faculty and students. Every effort will be made to avoid changing the course schedule and syllabus; however, events may occur that will make syllabus changes necessary. Faculty reserve the right to make changes to the syllabus/course schedule. Students will be notified of any syllabus/course schedule changes using RCC email, Moodle course site announcements, or face-to-face. Students should check their RCC student email and Moodle course site every day.