**Course Syllabus**

**Course No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credit Hours: \_\_\_\_ Class Hours: \_\_\_\_\_\_ Lab Hours: \_\_\_\_\_ Academic Year: \_\_\_\_\_\_**

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean Date**

**PREREQUISITES and CO-REQUISITES**

|  |  |
| --- | --- |
| **Prerequisites** | **Co-requisites** |
|  |  |
|  |  |

**COURSE DESCRIPTION**

**PROGRAM OUTCOMES and SUCCESS SKILLS (Specific To This Course)**

**COURSE OBJECTIVES**

***Upon completion of this course, the learner is able to do the following:***

**TOPICAL OUTLINE (Class and Lab) (Include Concepts and Issues from Course Guide)**

**COURSE MATERIALS**

**SAFETY PRACTICES**

**USE OF ELECTRONIC DEVICES**

We encourage the meaningful use of electronic devices to support learning within this class. Computing activities not directly related to learning in the course are discouraged during class time. All uses of electronic devices are at the discretion of the instructor as outlined in the student code of conduct.

**MOODLE/BLUE QUILL STATEMENT**

All Hocking College courses are delivered in conjunction with our Learning Management Systems (LMS) Moodle/Blue Quill. Students are expected to actively log into their Moodle and/or Blue Quill account and subsequent classes on a regular basis. This is done with the same username and password information used for WebAdvisor.

**NETIQUETTE**

Hocking College delivers many courses online, whether wholly or in a blended format. Online communication is expected to be professional and respectful, just as it is in a traditional classroom.

**POLICY REGARDING HONESTY**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work. The definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive will be held accountable as described by the academic school policy in addition to the Hocking College student code of conduct. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Student Rights and Responsibilities and Judicial Affairs will conduct a judicial proceeding with the accused student, resulting in a finding of "In Violation" or "Not In Violation" of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future Judicial consequences, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Student Rights and Responsibilities and Judicial Affairs, JL 269, or by referring to the Student Code of Conduct found on the Hocking College website (www.hocking.edu).

**ACADEMIC GRADE APPEAL PROCESS**

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within two weeks of the grade being posted. Students should understand that the burden of proof is theirs to demonstrate. Please visit the College web site for more appeal information. <http://www.hocking.edu/studentaffairs/academicappeal>

**STUDENT GRIEVANCE DUE PROCESS PROCEDURES**

Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

**ACCOMMODATIONS DISABILITIES NOTICE**

In conformance with the Americans with Disabilities Act of 1990, Hocking College will make reasonable accommodations to its practices to assure nondiscrimination on the basis of disability. The Access Center/Office of Disabilities Services in DVD 114 is dedicated to serving the various needs of individuals with documented disabilities and to promoting their full participation in college life.

**ACADEMIC SUCCESS CENTER**

The Academic Success Center is located in the first floor of Davidson Hall. The Academic Success Center houses the Testing Center, Library services, The Access Center, tutoring services, and guided study programs. It provides a space to form learning communities and also provides services to help students succeed.

**ATTENDANCE POLICY**

In support of preparing Hocking College students for the world of work, the following policy has been developed to model work environments they will enter upon graduation.

**The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.**

**Policy**

**In an 8-week course, students have 1 Unexcused Absence**

**In a 16-week course, students have 2 Unexcused Absence**

**Unexcused absences greater than the above will result in being administratively DROPPED from the course(s). Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.**

The College is not responsible for the student’s failure to follow the official withdraw policy. Students will be responsible for tuition and fees according to the refund policy.

**Evaluation of the Learner**

**SPECIFIC FACTORS**

1**. FINAL GRADE CALCULATION**

**2. EXAMINATIONS AND QUIZZES (Include Key Assessments from Course Guide)**

**3. PROJECTS/ASSIGNMENTS (Include Key Assessments from Course Guide)**

**4. SERVICE LEARNING AND CIVIC RESPONSIBILITY (SL/CR)**

**5. CLASS PARTICIPATION**

**6. LATE ASSIGNMENTS**

**7. EXTRA PROJECTS**

**8. GRADING SCALE**

Hocking College grade scale to be used for all courses.

93% - 100% = A 73% - 76% = C

90% - 92% = A- 70% - 72% = C-

87% - 89% = B+ 68% - 69% = D+

83% - 86% = B 66% - 67% = D

80% - 82% = B- 65% = D-

77% - 79% = C+ 0% - 64% = F

*Using all of the preceding factors, you should constantly be aware of your potential final grade in the course. You are welcome and encouraged to initiate discussion with your instructor regarding your progress or other aspects of this course.*