# Blue Sandburg Logo

# COURSE NAME

## COURSE PREFIX & NUMBER

## SEMESTER

## MEETINGS DAYS & TIMES

## LOCATION

### Instructor

Name

### Email

Email

### Phone

Phone

### Office

Office

### Office Hours

Office Hours

Office Hours

Office Hours

### Required Materials

Books and materials in discipline-specific format (MLA, APA, etc.) with ISBN

### Course Description

As listed in the Course Brief. Contact your Dean or Associate Dean for a copy of the Course Brief

### Credit Hours

# of hours

### Prerequisite

As found in Course Brief

### IAI Number

If applicable. In none, enter NA

### General Education Outcomes

1. Communication: Demonstrate proficiency in speaking, writing, reading, and/or listening.
2. Critical Thinking: Demonstrate critical thinking skills and problem solving skills.
3. Cultural Diversity: Demonstrate an awareness of human values and diverse cultures.
4. Information Technology: Demonstrate understanding and skills to functions in a technological society.
5. Quantitative Skills: Demonstrate use of quantitative analytical skills and processes to interpret, evaluate, and solve problems.

### Course Objectives

By the end of this course, students will:

Objectives, as listed in course brief, and tied to GEOs. Additional objectives may be added to those in the course brief. For information on tying objectives to GEOs, contact your Dean or Associate Dean.

### Instruction Method

As found in the course brief and based on individual instruction methods. REQUIRED.

### Grading Policy

Show your grading scale, including percentages or points. Explicitly identify categories and percentages or points for grades (e.g., essays 50%, tests 25%.) let them know how they can find their grades. If there is extra credit, discuss it here. REQUIRED.

### Attendance and Tardiness

State your policy about attendance as (and if) it pertains to students’ grades. REQUIRED.

### Missed Exams

State your policy that describes what students can and cannot do if they miss an exam. REQUIRED.

### Late Assignments

State your policy that describes what students can and cannot do if they miss an assignment. REQUIRED.

### Student Success

Identify the last day to withdraw from a course, policies about midterm drops, and information about Starfish. The statement below should remain on all syllabi. REQUIRED.

It is the student’s responsibility to manage his or her own enrollment. Students should not assume that an instructor will or will not drop them from a course at midterm. After midterm, students may drop until the final drop deadline for the semester; instructors cannot drop students from the course after midterm.

### Moodle

If you plan to use Moodle with your class, be sure to provide information about accessibility and expectations. Delete if NA.

### Course Exit

If a certain grade is necessary for advancement or if there is an exit exam, discuss the parameters. Delete if NA.

### Remote Sites

Skype or Blackboard Collaborate Courses. Discuss the format and what students need

to do if they have concerns, problems, or issues so arrangements can be made to discuss such matters by phone or in person. Delete if NA.

### Online Attendance

Online students must complete an online homework assignment by Thursday of the first week of class or they will be dropped. You must title this “First Week Attendance Assignment.” Discuss this in light of the “No Show, You Go” Policy.

### Technology

Include a technology statement addressing what students should do if they have something due and the internet goes out, their computer crashes, the printer runs out of ink, etc. Delete if NA.

### Cell Phones and Wireless Technology

If desired, state a cell phone and wireless media policy. Delete if NA.

### Additional Items and Policies

Other items may be added to the syllabus at instructor’s discretion. To create a new heading and dividing line, simply copy and paste the entire line above (Additional Items and Policies) and replace text with your desired heading. Delete if NA.

### Student Time Obligation

Students are expected to spend a minimum of 2 hours out of class for every hour in class. Thus, for a 3 credit hour class, a student should dedicate at least 6 hours per week out of class. The work might be class preparation and study time, reading, completing assignments, writing papers, group work, and/or other types of experiential learning. An equivalent amount of work is required for all forms of learning activities, such as online, blended, laboratory work, studio work, and courses meeting on a shortened schedule.

### Course Calendar

A course calendar with a weekly or topical outline must be included. Format is at the discretion of the instructor. It can be pasted into this section or you can do a hard page break and put it on a completely separate page. REQUIRED.

### Policies and General College Information

### Academic Dishonesty and Plagiarism

Students at Carl Sandburg College are responsible for understanding what constitutes academic dishonesty. Carl Sandburg College defines academic dishonesty as proposed by Gary Pavela [Kibler, et la, (1998, p. 1) Academic Integrity and Student Development: Legal Issues and Policy Perspectives. North Carolina: College Administrative Publications, Inc.]:

Cheating: Intentionally using or attempting to use work that is not your own, unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

Fabrication: The intentional and unauthorized falsification or invention of any information for citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another violate a provision of the institutional code of academic integrity.

Plagiarism: The reproduction of ideas or words or statements of another person as one’s own without acknowledgement. The penalties for academic dishonesty may be severe. Students are advised to contact their instructors for policy clarification for a specific class.

Additional information about Academic Dishonesty, if desired. Delete if NA.

### Library Materials

The library supplies a wide variety of traditional and innovative materials and services necessary to support instructional programs. The library subscribes to research databases accessible via the web at all three campuses. The collection of software, CDs, and DVDs totals more than 38,000 volumes. In addition, the library has an extensive interlibrary loan program through which materials may be borrowed. Please contact the library at your location for hours of operations.

### Financial Aid Recipients

Under the college’s “No Show, You Go” policy, students who do not attend class during the first week will be dropped from the course. Students who fail to maintain attendance, withdraw, or are dropped from all of their courses prior to the 11th week of the semester and who receive federal financial aid (PellGrant, SEOG Grant, Direct Loans), will be responsible to repay part of the monies received.The College follows the federal requirement for Return of Title IV aid. A copy of this policyis available in the Financial Aid Office. If you have any questions about how this law mayaffect you, please contact the Financial Aid Office.

### College Notification Services and School Closures

Carl Sandburg College has a notification service to reach all students and staff with information and updates during weather-related events or emergencies within minutes through phone calls, texts and emails. To ensure notification, please confirm your contact information is updated in the Student Services office. Students may be contacted with up to two email addresses and six phone numbers. The college also uses a retention software program called Starfish whose effectiveness will depend on the contact information given by students.

### Academic Support

Academic Support Services can provide assistance for all Carl Sandburg College students. Tutoring is a free resource open to any student and includes the availability of a drop-in Tutoring Center (B72), arranged sessions for career-oriented subjects, and online tutoring through Brainfuse. Additionally, students with disabilities can request accommodations wherever a disability interferes with their ability to equally access educational resources. Students should contact the Coordinator of Academic Support Services (309.341.5262) for more information.

### Student Code of Conduct

The College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work and to observe a standard of conduct appropriate for the College. The College expects all students to conduct themselves under all circumstances in a responsible manner. This implies thoughtful consideration of College property and members of the College community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College or acting in a manner not in the best interest of other students of the College, shall be subject to disciplinary action. Copies of the [Student Code of Conduct Procedure on Disciplinary Due Process](http://docushare.sandburg.edu/dsweb/Get/Document-3114/Proc_3.16.1.1.PDF) are available in the Student Services Office and/or the Office of Student Life.

### Emergency Procedures

For Sandburg Buildings, follow the procedures outlined in the Campus Emergency Guides and follow directions of building personnel. For dual credit courses taught on high school campuses, refer to the emergency systems at each school for information.

### Policy on anti-discrimination/EEO

Career and Technical programs/courses are offered without regard to race, color, national origin, sex, sexual orientation, age, disability or status in any group protected by applicable federal, state, or local law. Title IX Coordinator Rick Eddy, 309.341.5234; ADA/Section 504 Coordinators: Rodney Blue, 309.341.5250; Jacob Runge, 309.341.5262