

## Course Name

## Course number and section

**Number of Credits**: credits

**Days Class Meets**: days

**Meeting Times**: meeting day/times including synchronous sessions

**Location/Venue**: (Instructional method)

**Instructor**: instructor

**Contact Phone**: phone

**Contact Email**: e-mail

**Online Office Hours**: office hours

## Course Description

Insert the exact catalog description. A brief statement about the course's relationship to other disciplinary offerings or to students' programs may be included.

## Prerequisite(s)

Insert listing of official prerequisites as found in the college catalog.

## Course Goals

Insert an overview of the course direction, orientation or purpose. Description of student activities, the amount and relative difficulty of reading assignments, or the level of skill required of enrolling students are issues that can be included in this section.

## Course Objectives

Provide learning objectives that are observable, measurable and able to be demonstrated. Specify in operational terms the actions, knowledge, skills, or values students are expected to develop as a result of the instructional process. The list of performance objectives may be a complete enumeration or an abridged sample of the specific outcomes expected in the course. Also, if this course in a General Education course, please include the General Education Outcomes that the course is assessing so that the students are aware of how this course will help in fulfilling both program and degree requirements.

SAMPLE LANGUAGE FOR SYLLABI: The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

## Textbook (chose appropriate options below)

* List required textbook by title and ISBN.
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### Textbook Zero Sample language to paste after textbook:

* **Text Book Zero.** This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.
* **Open Educational Resources (OERs)** are strongly encouraged. If no textbooks are *required,* a disclaimer to the effect that students will not have to purchase books for the course:
* **This course uses OER!** *Optional* resources are available in electronic format as a direct download from the publisher and/or the JetNet shell.

### Follett Access

* Please [review the cost of your required materials](https://www.bkstr.com/jacksonstore) to determine the best option for you to purchase your materials.
* For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](https://www.jccmi.edu/bookstore/student-services-follett-access/).

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout.](file:///\\jccmi.edu\dfs\shared\Building%20Coordinators\Syllabi\Syllabi%20forms-instructions\www.jccmi.edu\optout.) Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

| **Class Starts On:** | **Opt Out Date:** |
| --- | --- |
| January 11, 2021 | January 14, 2021 |
| February 15, 2021 | February 18, 2021 |
| March 15, 2021 | March 18, 2021 |
| March 30, 2021 | April 2, 2021 |

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

## Extras

(List of equipment, supplies that students are required to purchase, including uniforms or safety apparel).

## Exam Process- Respondus (delete if not needed)

To protect the fairness and integrity of the exams, students will be required to take exams using Respondus Lockdown Browser and Monitor.  This is an online test proctoring software that requires a download to your computer.  Training and practice of Respondus technology will be provided in advance of the first exam.  A Mac or PC that has a webcam and microphone is required to use Respondus.  If you do not have this technology, please contact your instructor right away.   Students are expected to complete the Respondus Practice quiz on time.  This is to give our IT department time to help troubleshoot issues **before** exam 1 begins.  Failure to complete the Respondus quiz on time may result in instructor-initiated drop.

## Grading Procedure

Method employed for evaluating student performance. Testing format (essay, objective, portfolio, etc.) and the relative weight each evaluative tool has upon the final grade are helpful explanations for students.

## Grading Scale

| GPA | Grade Range |
| --- | --- |
| 4.0 | 94-100% |
| 3.5 | 89-93% |
| 3.0 | 84-88% |
| 2.5 | 78-83% |
| 2.0 | 72-77% |
| 1.5 | 66-71% |
| 1.0 | 60-65% |
| 0.5 | 55-59% |
| 0.0 | 0-54% |

## Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

## Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

### Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

* Submitting other's work as your own
* Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
* Reusing significant, identical or nearly identical portions of one’s own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

### Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

* Plagiarizing in any form
* Using notes/books/electronic material without authorization
* Copying
* Submitting others' work as your own or submitting your work for others
* Altering graded work
* Falsifying data
* Exhibiting other behaviors generally considered unethical
* Allowing your work to be submitted by others

## Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College’s efforts to ensure accessibility please visit the [Jackson College accessibility web page](https://www.jccmi.edu/accessibility).  
  
If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](https://www.jccmi.edu/center-for-student-success/css-contact/).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College’s general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

## Course Management

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

## Makeup Policy

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

## Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

### Accommodations

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/) web page

## Student Responsibilities

Requirements beyond scheduled classes or laboratories, e.g., clinicals, extra credit assignments, TBA sessions, field placement, special project instructions, contract learning conditions, study hours required outside class, unscheduled class meetings, attendance at concerts or other required events.

## Attendance- Participation Policy

### For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations.  It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

## Caveat

A statement that advises students that some revisions may be necessary during the course. School closing policies, instructor illness and other procedural improbabilities are described for students.

## Calendar

A partial or complete list of dates or class periods for the course. Within the calendar on specific days are: Assignments, readings, homework, exercised, performances, quizzes, topics, subject matter, skills, chapter titles, discussion topics, tests, comprehensive exams, due dates for major papers or performances. Add or remove columns as necessary to suit your course.

*\*Also include a statement that calendar timelines and assignments are an approximation and could be changed.*

| WEEK # | Date | TOPIC | HOMEWORK |
| --- | --- | --- | --- |

## Important Dates:

| Date | Event |
| --- | --- |