|  |  |
| --- | --- |
| ccsnh_logo_march_2008 | Nashua Community College |
|  |
| Course Number, Title, Section |
| Course Term, Year, and Dates |
| Meeting Day(s) and Times |
| Instructor: Name  |
| Instructor Email:  |
| Additional Contact Information: (telephone number, office location, and/or office hours as applicable) |

**Syllabus Items**

[Academic Honesty](#Honesty)

[Assessment](#Assessment)

[Available Support and Additional Policies](#Support)

[Canvas Student Orientation](#Orientation)

[Course Competencies](#Objectives)

[Course Description](#Description)

[Course Calendar](#Structure)

[Instructor’s Communication Policy](#Communication)

[Netiquette](#Netiquette)

[Overview of Course Structure](#Overview)

[Prerequisites](#Prerequisites)

[Required Resources](#Resources)

**Syllabus**

*Last updated:*

**Rationale**

The rationale statement briefly explains why it is important for students to take this course. This is the place to describe how the content and skills are relevant and connected to larger program outcomes. To think of it another way, how would you respond to a student who asks “Why do I have to take this course?

**Course Description**

The course description must appear EXACTLY as it is listed in the course outline.

**Prerequisites**

See course outline for any prerequisites.

**Course Competencies**

The course competencies must appear EXACTLY as listed in the course outline.

**Essential Questions**

These are three or four open-ended questions that you and your students will explore during the semester. Ideally, these questions will provide a thematic structure for the course and help students understand how course content is relevant to program outcomes.

**CCSNH Online Student Policies:**

Students registered for online courses must comply with all policies and guidelines (such as civil rights, disabilities services, harassment, and plagiarism) in the student handbook and other publications of the college offering the course. For more information, refer to:

<http://www.ccsnh.edu/online-learning-policies>

**Academic Honesty**

Students registered in online courses shall abide by the academic honesty principles as defined in the Student Handbook of the college offering the course.

**Netiquette**

Students shall comply with CCSNH Netiquette as articulated on the system web site

<http://www.ccsnh.edu/students/netiquette-at-ccsnh>

**Required Resources**

**Textbooks:**

**Materials:**

**Software:** In order to successfully use the Canvas Learning Management System you will need to access the internet using either Internet Explorer or Firefox and:

* + JAVA! <http://java.com/en/>
	+ [**\*\*Java JRE plugin**](http://www.java.com/en/download/manual.jsp) (very important so that everything in the system works properly!)
	+ [Microsoft Office](https://products.office.com/en-us/student/office-in-education) (free with your CCSNH account)
	+ [Adobe Acrobat Reader](http://www.adobe.com/products/acrobat/readstep2.html) (for viewing and printing PDF files)
	+ [Real Player](http://www.real.com/) (for viewing streaming video or listening to streaming audio clips)
	+ [QuickTime](http://www.apple.com/quicktime/download/index.html) (for viewing QuickTime video)
	+ [Flash Player](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash) (for viewing animations or using interactive content)
	+ [Shockwave Player](http://www.adobe.com/shockwave/download/download.cgi) (for viewing animations or using interactive content)
	+ [Windows Media Player](http://www.microsoft.com/windows/windowsmedia/players.aspx) (for viewing streaming video or listening to streaming audio clips)

***If you are prompted to “only display secure items,” when logged in to Canvas, select “No.”***

**Hardware**:

* + 128 MB of RAM (512MB or higher is highly recommended)
	+ 2 GB of free disk space
	+ Sound card with speakers (for courses with multimedia)
	+ Ethernet or Wireless network card (for high-speed Internet connection) or 56K modem (for dial-up Internet connection)
	+ T1, DSL, Cable, or Satellite high-speed connection (56K dial-up will work, but the online course system will run slowly).

Additional information about information about system requirements can be found at <http://www.ccsnh.edu/students/browser-and-operating-system-requirements>.

Textbooks, materials and software are available online at: <http://www.efollett.com> unless specified by your instructor.

* Under “Select your Bookstore”, choose “New Hampshire”
* Under “Select Your Institution”, choose the campus offering the course.

**Overview of Course Structure**

For example, describe and outline the weekly folder structure; the schedule of face-to-face versus online meetings; what students will typically do from week to week and materials they will access.

Sample statement: *Since this is a college level course, it is expected that you will work at a college level. Online/hybrid courses are not "easier" than those held on campus. In fact, some people say they are more difficult since you must be self-motivated and carefully manage your time. You should expect to devote at least 5-9 hours per week working on an online 3 credit course. Since this course covers an extensive amount of material, you should read regularly. Some of the time may be spent online in a discussion board, reading texts, completing written assignments, performing research, or interacting with classmates in a chat room. Students who login to their course regularly often find a rewarding, interactive, and rich learning environment. As with on-site classes, students who interact and participate more tend be more successful in the course.*

**Course Expectations:**

In this section, you must include your late work policy AND your make up policy unless your department has specific requirements posted below. You should also list other expectations that will help students succeed in your course and allow your classroom to function smoothly.

**Hybrid Course Attendance:**

Attendance in a hybrid course is required for both on-campus meetings and online engagement. Online attendance is indicated through academic engagement, including but not limited to:

·         Submitting an academic assignment

·         Taking an exam

·         Participating in an interactive tutorial or computer-assisted instruction

·         Attending a study group that was assigned by the institution

·         Contributing to an academic online discussion (e.g. posting and responding to Discussion Board)

·         Initiating contact with the faculty member to ask a question about the academic subject studied in the course.

Lack of participation in the online portion of a hybrid course will count as missed class time per the college’s AF policy.

**Instructor’s Communication Policy**

**Email Response Time:**

**Assignment/Homework Response Time:**

**Assessment**

Example:

|  |  |
| --- | --- |
| **Assignment** | **Weight** |
|  Discussion Board Postings | 20% |
|  Paper | 35% |
|  Journal Entries | 10% |
|  Mid term Exam | 15% |
|  Final Exam | 20% |
|  ***Total*** | ***100%*** |

Note: If you give a participation grade, you will need to provide students with a rubric that explains how this grade is calculated. Participation can count for no more than 15% of the final course grade.

**Grades will be assigned according to the following department scale:**

**A = 100 – 94**

**A- = 93 - 90**

**B+ = 89 – 87**

**B = 86 - 84**

**B- = 83 - 80**

**C+ = 79 – 77**

**C = 76 – 74**

**C- = 73 – 70**

**D+ = 69 – 67**

**D = 66 – 64**

**D- = 63—60**

**F = 59 or Below**

**\*\*ALL Arts, Humanities, Communications & Design Department courses must use this grading scale when determining final grades.**

**Available Support Services**

**Tutoring, the Writing Center, Available Academic Services:** The Academic Success Center | Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just English Composition.  For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

**Classroom Accommodations:** Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center (Room 100), 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services>  In order to receive classroom accommodations, it is the student’s responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

**Audio Record Classroom Lecture:** Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. ***Only students with prior written permission*** from the instructor or the Disabilities Support Coordinator may audio record class lectures **-** *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

**Title IX Statement:** Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors.  To the greatest extent possible, this information will be kept private.  However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528 or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence: [http://www.nhcadsv.org/Catchment%20map(1).pdf](http://www.nhcadsv.org/Catchment%20map%281%29.pdf)

**Department Policies**

Students are expected to attend all their regularly scheduled classes, laboratory periods, and other academic exercises. Should an absence from regularly scheduled academic exercise be unavoidable (beyond a student's control), it will be the student's responsibility to communicate with the professor, preferably beforehand, concerning the absence. Documentation of said absence may be required by the professor.

 Students are advised that absence from class, for whatever reason, does not excuse them from meeting course requirements and objectives.

 **If a student is absent more than six hours (for a four-credit course, the total is eight hours) of class time during the term or semester, the instructor may withdraw the student from class using an AF grade, which means an F will be averaged into the GPA.** In addition to absences from class, tardiness and leaving class early also calculate into missed class time. To avoid this AF, if a student cannot continue to attend class for any reason, he/she should obtain a withdrawal slip from the registrar and follow the process to officially withdraw. Students should also understand an AF grade

can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc. Students should refer to the student handbook for additional information about the AF policy.

 It is the responsibility of the student to make up any missed class work, homework assignment, quizzes, or tests in accordance with the instructor's make-up policy.

 Depending on the instructor’s policy, late papers may or may not be accepted for full credit. See this syllabus for policy details.

  All assignments must be typewritten, unless otherwise instructed by the teacher. Any work that is not typewritten will not be accepted.

 Specific policy details for the above are outlined in this syllabus.

 Revised: 12/18/17

**College Policies**

**AF Policy:** If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an “AF” grade. Please note that absences, tardies, and leaving class early all count towards “missed class time.”

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An “AF” grade is calculated in the GPA as an “F”. Students should refer to the student handbook for additional information about the AF policy.

**Canvas:** All instructors at NCC will be using Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College.  Instructors may post syllabi, course related documents and grades in Canvas.  Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards.

 24/7 Canvas Support: To access support through email, phone or chat click on the icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

To directly link to Canvas On Demand tutorials, please visit the following link:

<https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students>

If you have forgotten your Easy Login Password information, please visit the following link:  <https://password.ccsnh.edu/accounts/Reset>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

**College Email System:** Nashua Community College has established a College electronic mail (“email”) system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel.  All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

* Students should check their College email account regularly to ensure they are staying current with all official communications.  Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
* Students should also check their college email account to be sure that they are current with all email communication from their faculty.
* The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
* This service is provided exclusively to the students of NCC.  Accounts are for individual use only, and are not transferable or to be used by any other individual.
* Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

**Sensitive Materials Policy:** During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student’s own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled “sensitive” learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

**Plagiarism Policy:** Plagiarism is a serious violation of a student’s academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person’s work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person’s work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student’s efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person’s unique work with no acknowledgment of the original source.
5. Copying another student’s work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student’s program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student’s program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

**Credit Hour Guidelines**

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

|  |  |  |
| --- | --- | --- |
| Category | Contact Hours per Week  | Contact Hours per Sem. (based on minimum 15 week semester) |
| Class  | 1 | 15  |
| Laboratory  | 2 or 3  | 30-45  |
| Clinical  | 3 to 5  | 45-75  |
| Practicum, Fieldwork  | 3  | 45  |
| Internship  | 3 to 6  | 45-90  |
| Co-op  | Variable by Dept.  | Variable by Dept.  |

**Course Calendar**

**Course + Semester/Term**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **Month** | **Day** | **Topic** | **Assignment Due** | **Targeted** **Competencies\*** |
|  |  |  |  |  |  |

**\***Targeted competencies refer to the established course competencies listed above.

**This schedule is subject to change. In the event of an on-campus class cancellation due to inclement weather or instructor illness, students are directed to the course Canvas site for an alternate assignment for that day.**

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Revised 2017 for NCC

Updated: 5/18