

## Appendix I

### SYLLABUS OUTLINE and REQUIRED COMPONENTS

**Course Number and Section Number**

**Title of the Course**

**Semester and Year**

**Credit Hours:**

**Contact Hours:**

**This course will be taught \_\_\_\_\_ % Face-to-Face and \_\_\_\_\_ % Online**

**Pre-requisites:**

**Co-requisites:**

**Class Meeting Day(s):**

**Meeting Time(s):**

#### **Instructor Contact Information**

Name, email, phone number

Office location and hours

#### **College Mission**

Roanoke-Chowan Community College, a member of the North Carolina Community College System and located in Hertford County, is a public, two-year institution of higher education offering associate degrees, diplomas, certificates, college and career readiness, and customized business and industry training in a variety of delivery modes promoting public service, transfer, and workforce development for a diverse student body, leading them to contribute to the vitality of an increasingly global community.

#### **Course Description**

Insert course description here

#### **Topics to be Covered in Course**

(Optional)

#### **Textbook and Required Supplies**

(Textbooks, ISBN, Title, Author, Publisher, etc.)

#### **Grading Scale & Policies**

Most assignments will be graded within **two** weeks of their due dates. Late submissions, when permitted, will be graded by the semester's end. The final grade will be based on the following scale:

<b>A</b>	90-100%	<b>B</b>	80-89%	<b>C</b>	70-79%
<b>D</b>	60-69%	<b>F</b>	59% or lower		

**WP** (given when you drop or are dropped from course after the last date to drop without penalty if the student is passing at that time; does NOT affect a student's overall GPA)

**WF** (given when you drop or are dropped from course for excessive absences after the last date to drop without penalty; is calculated into a student's overall GPA as an "F")

#### **Course Requirements**

*August 2021; Revised January 2022*

Description of the major assignments comprising the final grade, including the percentage each assignment counts toward the final grade.

### **Course Evaluation**

Student evaluations of teaching and learning will be conducted online. Students are encouraged to participate and provide meaningful feedback so that the quality of instruction can be enhanced for all curriculum programs.

### **QEP Statement**

The college's QEP topic is advising. Throughout the spring semester, more detailed information will be provided about the topic and its implications for your student experience.

### **General Education Outcomes**

Faculty members should indicate the general education outcomes identified for the particular course. The faculty member does not need to indicate *all* the college-wide general education outcomes, *just those relevant to the course*. The college-wide general education outcomes are listed in the *R-CCC Academic Catalog*.

### **Course-level Outcomes**

Upon successful completion of the course, you will have:

1. Outcome 1 goes here.
2. Outcome 2 goes here.
3. And so on. . .

### **Outline of Class Activities for the Course**

Provide students with a tentative outline of activities that they can expect to occur throughout the semester, such as assignments, projects, papers, tests, guest speakers, etc. Major due dates should be included.

### **Make-up/Late Assignment Policy**

All assignments will be due on the assigned due date. Late assignments will only be accepted under exceptional circumstances. Whenever possible, students should discuss any potential delay in submitting work in advance. Acceptance of late work is up to the individual instructor and is handled on a case-by-case basis.

### **Class Attendance/Withdrawal Policy**

It is your responsibility to withdraw from this and every R-CCC course you take if you do not wish to be enrolled in the course. Do not assume that you will be automatically dropped from the course just because you have stopped attending. After the 60% point in the course, any withdrawal from the course may be recorded as a "W," "WP," or "WF." Per college policy, I may drop students who accumulate absences totaling 15% of total instructional course hours (for this course, 15% of total instructional course hours = ? hours).

[Note: Your attendance policy can be more stringent than the college's policy, but it should not be more lenient.]

### **Electronic Communication Device Policy**

(Address cell phone and other electronic device usage)

### **Accommodations for Students with Disabilities**

August 2021; Revised January 2022

The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential. For additional information, please refer to the *R-CCC Academic Catalog*. Any student seeking an accommodation should see the AVP for Student Services, Dr. Oliver.

### **Wearing of ID Badges**

You are required to have and display your ID badge at all times when physically on this campus.

### **Academic Integrity**

In addition to good academic performance, you should exhibit honesty and integrity. Proof of dishonesty/cheating will make you subject to disciplinary action.

### **Plagiarism:**

Plagiarism occurs when writers take the ideas, facts, phrases or sentences of another author without acknowledging the original source through appropriate citation methods. Some examples are as follows (this list is not exhaustive):

- Copying verbatim the work of another person without using quotation marks and a citation.
- Including a full References, Works Cited, etc. page with no in-text citations.
- Putting a single citation at the end of a full paragraph when other sentences in the paragraph are clearly from the cited author.
- Paraphrasing the original ideas of another person without citation.
- Obtaining a paper someone else has written and turning it in as your own.
- Submitting a paper for which you have already received credit in another course without seeking permission of the instructor.

Explicitly state your penalties for plagiarism and/or academic dishonesty. Also, be clear as to whether or not you distinguish between intentional and unintentional plagiarism (blatant intellectual theft versus documentation errors).

It is your responsibility to offer proof that your assignment submissions are your work and that all source material used is cited appropriately. You should save all notes, drafts, etc. to offer as proof should there be a question about the validity of your work.

Repeated acts of academic dishonesty will be referred to the AVP of Student Services, who has the authority to administer more severe disciplinary actions according to the *Student Code of Conduct*.

### **Accreditation**

Roanoke-Chowan Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

### **Title IX Reporting**

Roanoke-Chowan Community College encourages students and employees to report sexual harassment/sexual violence to the college's Title IX Administrators. Sexual harassment is a form of sex discrimination that is prohibited by Title IX. It creates a hostile environment that is inappropriate for an environment conducive to learning and working. The College takes this very seriously. We are dedicated to providing a safe environment for students and employees and will respond immediately, effectively, and fairly to all complaints. Incidents should be reported to the following:

**Compliance Officers**

Dr. Tanya Oliver

AVP of Student Services

PO Box 1248

Physical Address:

109 Community College Road

Ahoskie, NC 27910

Office: Student Center, Room 111-F

[toliver@roanokechowan.edu](mailto:toliver@roanokechowan.edu)

P 252-862-1267

F 252-862-1355

**Dr.** Andrea Wright

Director of Human Resources

PO Box 1248

Physical Address:

109 Community College Road

Ahoskie, NC 27910

Office: Jernigan Building, Room 105

[aawright1560@roanokechowan.edu](mailto:aawright1560@roanokechowan.edu)

P 252-862-1310

F 252-862-1329