# North Carolina Agricultural and Technical State University

# College of XXXXX

# Department of XXXXX

# Name of Course

### Course Syllabus

## Course Information

|  |  |  |
| --- | --- | --- |
| Course Number/Section: |  |  |
| Term: |  |  |
| Semester Credit Hours: |  |  |
| Times and Days: |  |  |
| Class Location: |  |  |

## Instructor Contact Information

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| --- | --- | --- |
| Instructor |  |  |
| Office Location |  |  |
| Office Phone |  |  |
|  |  |  |
| Email Address |  |  |

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## Student Hours: 00:00 – 00:00 M/T/W/Th/F. These are times you may visit your professor without an appointment to request the assistance that you need.

## Note: Students are responsible for reading, understanding, and following their syllabi.

**Course Pre-requisites:**

**Course Description**

**Student Learning Objectives/Outcomes**

**Learning outcomes should be specific, measurable, and focused on the content knowledge the students are expected to master and not what the faculty will teach.**

**If the course is a General Education Course, the SLO should be listed and labeled as “General Education”.**

**Required Textbooks and Materials**

*Required Texts:*

*Required Materials:*

**Suggested Course Materials**

*Suggested Readings/Texts:*

*Suggested Materials:*

**Grading Policy**

## Assignments and Grading Policy

|  |  |  |  |
| --- | --- | --- | --- |
| 94% and above | A | 76% - 74% | C |
| 93% - 90% | A- | 73% - 70% | C- |
| 89% - 87% | B+ | 69% - 67% | D+ |
| 86% - 84% | B | 66% - 64% | D |
| 83% - 80% | B- | 63% - 00% | F |
| 79% - 77% | C+ |  |  |

**Grading Allocation**

Course grades are based on a weighted grading scale of 100%. The breakdown for the course is as follows:

**[Faculty, please adjust according to your course.]**

Definitions and Discussion Board: 25%

Comprehensive Papers: 25%

Observation Report: 25%

Final Project: 25%

**Course Policies**

***Use of Blackboard as the Learning Management System***

Blackboard is the primary platform for instructor announcements, access to the syllabus and graded assignments. Students are expected to access Blackboard daily for pertinent information regarding the course.

***Make-up exams***

See 2019-2020 Undergraduate Bulletin:

<https://www.ncat.edu/divisions/academic-affairs/bulletin/2019-20undergraduatebulletin.pdf>

***Extra Credit***

***Late Work***

***Special Assignments***

***Class Attendance***

It is University policy and my expectation that you will attend class. Poor class attendance results in poor grade performance. Make-up examinations will be given in accordance with University policy (2019-2020 Undergraduate Bulletin).

***Classroom Citizenship****:* Courtesy, civility and respect must be the hallmark of your interactions.

***Compliance with the Americans with Disabilities Act*   
N**orth Carolina A&T State University is committed to complying with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 by providing equal access to the programs, services and benefits to qualified students with disabilities. All reasonable efforts must be made to accommodate the needs of students with documented disabilities. **If a student has a disability that qualifies under the American with Disabilities Act Amendments Act (ADAAA) and requires accommodations, he/she should contact or visit the Office of Accessibility Resources (OAR) located in Murphy Hall, Suite 01 or at (336) 334-7765 for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Office of Accessibility Resources if they are not certain whether a medical condition/disability qualifies.** ***Please note that approved accommodations must be adhered to by law, but cannot be performed retroactively!***

***Title IX***

North Carolina A&T State University is committed to providing a safe learning environment for all students, is free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources. If you would like to speak with someone confidentially, please contact the Counseling Services or Student Health Center.

***Technical Support***

If you experience any problems with your A&T account you may call Aggie Tech Support (formerly Help Desk) at 336.334.7195 or <http://www.ncat.edu/divisions/its/dept/ats/>

***Field Trip Policies / Off-Campus Instruction and Course Activities***

If Applicable

*Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at:*

***Student Affairs website*** <http://www.ncat.edu/student-affairs/index.html>

***Student Handbook:*** [***http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html***](http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html)

***Student Travel Procedures and Student Travel Activity Waiver*** [***http://www.ncat.edu/student-affairs/division-assets/downloads/information/studen\_activity\_travel\_waiver.pdf***](http://www.ncat.edu/student-affairs/division-assets/downloads/information/studen_activity_travel_waiver.pdf)

*Description of any travel and/or risk-related activity associated with this course.*

**Other Policies (e.g., copyright guidelines, confidentiality, etc.)**

***Student Handbook*** [***http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html***](http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html)

***Sexual Misconduct Policy*** [***http://www.ncat.edu/student-affairs/student-services/dean/sexual-misconduct.html***](http://www.ncat.edu/student-affairs/student-services/dean/sexual-misconduct.html)

***Family Educational Rights and Privacy Act*** [***http://www.ncat.edu/registrar/ferpa/***](http://www.ncat.edu/registrar/ferpa/)

***Student Complaint Procedures:*** [***http://www.ncat.edu/student-affairs/student-resources/student-complaint-form.html***](http://www.ncat.edu/student-affairs/student-resources/student-complaint-form.html)

***Student Conduct & Discipline***

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the undergraduate bulletin:[*https://www.ncat.edu/divisions/academic-affairs/bulletin/2019-20undergraduatebulletin.pdf*](https://www.ncat.edu/divisions/academic-affairs/bulletin/2019-20undergraduatebulletin.pdf) graduate bulletin[*https://www.ncat.edu/tgc/graduate-catalog/grad-catalog-2019-20.pdf*](https://www.ncat.edu/tgc/graduate-catalog/grad-catalog-2019-20.pdf)*,* and Student Handbook [***http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html***](http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html)about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.

***Academic Dishonesty Policy***Academic dishonesty includes, but is not limited to, the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another’s words or ideas, as one’s own), which includes, but is not limited to, submitting exams, theses, reports, drawings, laboratory notes, or other materials as one’s own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor’s grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action, but may also affect the evaluation of a student’s level of performance. Any student who commits an act of academic dishonesty is subject to **disciplinary action**.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, *an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of “F” for the course,* ***subject to review and endorsement by the chairperson and dean****.*

**Assignments & Academic Calendar**

*Topics, Reading Assignments, Due Dates, Exam Dates, Withdrawal Dates, Pre-registration and Registration Dates, all Holidays, and Convocations.*

| Month | Day | Subject | Reading in  Text, Activity, Homework, Exam |
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***These descriptions and timelines are subject to change at the discretion of the Instructor.***