Departmental Syllabus for XXXXYYYY

{{remove/adapt all red text before publishing to students – unneeded sections may be deleted; extra sections may be added, but be careful of heading level to remain ADA compliant}}

# Course Description

{copy from current catalog – check EVERY SEMESTER to make sure there were no changes}

## Prerequisites

{from the catalog}

## Credits

{from the catalog}

# Goals and Outcomes

## General Education Goals and Outcomes

{Delete the unneeded outcomes}

Science:

1. Apply established scientific methods to the interpretation of experimental results.
2. Use scientific principles to solve problems of a scientific nature.
3. Demonstrate knowledge of scientific principles, processes and terminology.
4. Discuss the impact of scientific discovery on human thought and behavior.

Math:

1. Use mathematics to solve problems and determine if the solutions are reasonable.
2. Use mathematics to model real world behaviors and apply mathematical concepts to the solution of real-life problems.
3. Make meaningful connections between mathematics and other disciplines.
4. Use technology for mathematical reasoning and problem solving.
5. Apply mathematical and/or basic statistical reasoning to analyze data and graphs.

## Other Goals

{course specific goals}

## Other Outcomes

{course or instructor specific}

# Course Assessment Techniques

## Assessment of General Education

{this should come from the implementation plans of Fall 2015}

## Goals/Outcomes Assessment of Other Goals/Outcomes

{specifics: exams? Papers? Weekly quizzes? Homework?}

# Instructor Contact Information

## Instructor Name, campus office, phone number, email

Math & Science office: WARF 100 – (615) 230-3261

# Required Materials

Textbook(s) for the course; Required materials, optional materials, Special Projects/Assignments

# Instructor grading and attendance policies

## Grading Scale:

A: ≥ 90

B: ≥ 80 - < 90

C: ≥ 70 - < 80

D: ≥ 60 - < 70

F: < 60

## Final Grade Calculation

Grade = {grade formula here}

## Grades of Incomplete

The “I” (Incomplete) indicates that the student has not completed the requirements for the course during the semester for extenuating and unavoidable circumstances. The mark of “I” will not be given unless the instructor is reasonably certain that it is possible for the student to complete the requirements for the course during the subsequent semester and receive a passing grade. All work must be completed (or an extension of the “I” requested) by one week before the first day of final exams for the next semester or the “I” will be converted to an F.

## Attendance

You will not receive a specific grade for attendance in this class, though you may sign an attendance sheet each day or your instructor may call roll. Poor attendance seriously impairs your ability to succeed and often imposes a burden on other students. As indicated in the college catalog, the instructor has the right to request that the Vice President of Academic Affairs withdraw any student demonstrating poor attendance. When attendance is poor, leniency should not be expected in borderline situations. Your input in the classroom is of value to the instructor, yourself, and other students. Poor attendance deprives all involved.

## Participation

Please be aware that class attendance and participation are not the same thing. Attendance means physically occupying a seat during class time. Participation is an admittedly subjective assessment by the instructor of the degree to which the student has contributed to classroom activities and discussions.

{instructor specifics go here}

# Other instructor-specific policies and procedures

## Assignment Descriptions; Information on Tests, Exams, Essays, Makeups, Etc.

{Recommended language – feel free to edit, customize, etc.}

## Exams:

* If you cheat on your work in college, you do not master the material. If you do not master the material, you have cheated yourself out of what you are in college to get: an education - not just a degree.
* No, you may not leave the room once the exam has started for any purpose. If you need to use the bathroom, do so before you begin the exam. If you feel sick, you MUST turn in your exam as completed before you leave. You will NOT be permitted to re-enter the room to continue an exam once you have left.
* Students have become quite innovative in the ways that they cheat on exams. While I'm sure you would never use any of these methods, it is known that students will record answers on iPods to play during an exam (hence, no iPods or earphones of any sort), on the backs of water bottle labels (hence no drinks during an exam), will use smartphones to get outside help or Google answers (hence no smartphones during exams), etc. Anything that you bring into the room with you should be left at the FRONT of the room when you enter. You may retrieve your things only AFTER you submit your exam.
* Exams and quizzes delivered online are no different from proctored exams. While it cannot be policed in the same manner, you are expected to do your own work without outside help.
* Anyone caught cheating on an exam in any way will be sanctioned to the fullest extent allowed by college policy including a zero on the assignment, a failing grade in the course, and possible expulsion from the college.

## Copyrighted Material:

Do not reproduce material copied from ANYWHERE. You may cite it or link to it of course, but do not reproduce it. This means both physical copies and posts in online discussion threads. If it is something from a website, please feel free to share it, but post a link to the website, NOT the material itself. That will keep us out of copyright trouble.

## Make-Up Policy:

Quizzes and assignments should be turned in at the designated time.Arrangements can be made in advance, to take a test or turn in an assignment early.In general, I do NOT accept late assignments for full credit. Check with me on an individual basis if you need to arrange something of this nature. The sooner you contact me the better and PLEASE document it in an email. If you have only a verbal confirmation from me, that is like no confirmation at all. If it is not in writing either on paper or electronically, it never happened. Adams (1999) should further inform you regarding philosophy on acceptable reasons for makeup exams.

Reference:

Adams, M. 1999. "The Dead Grandmother/Exam Syndrome". Annals of Improbable Research 5(6): p 3-7. Retrieved from <http://improbable.com/airchives/paperair/volume5/v5i6/GrandmotherEffect%205-6.pdf>.

# College Policy Statements:

## Academic and Classroom Misconduct

The College's definitions and procedures related to academic integrity, plagiarism, cheating, and other forms of academic dishonesty or misconduct, are in full force in this course and are incorporated into this syllabus by reference to the Student Handbook found on the College Web page.

NOTE: Only the enrolled student for the course may log into the course. Allowing someone else to log into your course or logging into someone else’s course is considered to be academic misconduct and will result in the same responses as traditional classroom academic misconduct - failure for an assignment or failure for the course.

## College-Wide Policies

Several college-wide policies are posted on the homepage of this course in eLearn. All college-wide policies apply to this course and are considered part of the course expectations outlined in this syllabus. The college's definitions and procedures related to academic integrity, plagiarism, cheating, and other forms of academic dishonesty or misconduct, are in full force in this course and are incorporated into this syllabus by reference to the Student Handbook (found on the College Web page) under "[Student Resources](https://www.volstate.edu/students)."

# Topical Outline

{add assignments here – specific dates are optional}

# Other Information: