



North Central State College
Course Syllabus

A. Academic Division:

B. Department:

C. Course Number and Title:

D. Instructor Information:

- Name
- Office Location
- Office Hours
- Phone Number
- E-Mail Address

Department Chair:

E. Credit Hours: Lecture and Lab

F. Prerequisites:

G. Syllabus Effective Date:

H. Textbook(s) Title:

- Author
- Copyright Year
- Edition:
- ISBN #

I. Workbook(s) and/or Lab Manual:

J. Course Description:

K. Core Learning Objectives:

Core Learning Objectives	Assessment - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Culture and Community	
Critical Thinking	
Computer Literacy	

Computation	
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L. Course Outcomes and Assessment Methods:

Outcomes	Assessment - - How it is met & When it is met

M. Course Topical Outline:

N. Course Assignment Calendar:

O. Recommended Course Grading Scale:

100-95	A	79-77	C
94-92	A-	76-74	C-
91-89	B+	73-71	D+
88-86	B	70-68	D
85-83	B-	67-65	D-
82-80	C+	64-Below	F

P. Grading and Testing Guidelines:

Q. Examination Policy:

R. Class Attendance and Homework Make-Up Policy:

S. Classroom Expectations:

T. College Procedures/Policies:

Attendance Requirements: All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records.

Academic Misconduct - Any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course or program rules as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.

2. Plagiarism including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

3. Cheating and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one's own work for another student to copy and submit as his/her own; or allowing another student to do one's work and then submitting the work as one's own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. Fabrication including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.

5. Obtaining an Unfair Advantage including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.

6. Aiding and Abetting Academic Dishonesty including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

7. Alteration of Grades or Marks including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions. If you have questions whether a particular use is in violation of the Act, please contact the office of the Vice President for Learning.

Statement on Disabilities: Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Any student who encounters difficulty in their courses are encouraged to visit the Tutoring Resource Center (room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and LD Testing.

Statement on Withdrawals: As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. You may do this up to the end of the eighth week during a regular eleven-week quarter and up to the end of the fifth week during an eight-week term. Classes not following an eight or eleven-week schedule have different withdrawal and refund dates. Contact the Student Records Office for applicable dates. The last day to officially drop a class is posted on the academic calendar available on the college's website, www.ncstatecollege.edu, under the Academics heading on the home page, is available at the Student Records Office in Kee Hall, and is published in the College's catalog. Students should go to the Student Records Office (Room 142 Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.