**COURSE TITLE:**

Course number: Section number:

Current semester: Credits:

**INSTRUCTOR INFORMATION:**

Instructor’s name: Email address:

Office hours:

**Course Description:**

Insert the course description for the course. These can be found in the course outline, which are found under MyNCC > My Logins > Current Course Outlines > Click on your division > Click on your discipline > Click on your course > Copy the course description for the class and paste it in here

**Course Objectives:** By the end of the semester students should be able to:

Insert the course objectives for the course. These can be found in the course outline, which are found under MyNCC > My Logins > Current Course Outlines > Click on your division > Click on your discipline > Click on your course > Copy the learning outcomes from that course outline and paste them in here

**Instructor Rationale:** Although the course description and course objectives must appear exactly as they are on the course outline, if you would like to add to this information, or give your own personal spin, it should go here. \*\*This section can also be deleted if not needed for your course

**Required Materials:**

Identify the required material that will be needed for the course. Include any additional information that might assist students in procuring them for your course such as ISBN numbers. Check if the course text will be part of the course fee (using Follett’s INCLUDED model) or if course materials are available for free or for lower cost through online sources. (Talk to your hiring supervisor for ideas.)

**Articles and Primary Source Documents**:

If you use additional articles and primary source documents in your course, use this section to identify the location of those documents. Make sure to identify if these will be handouts, if they will be found on Blackboard, or if there are found elsewhere e.g. Sharepoint, Google Documents, or a website. \*\*This section can also be deleted if not needed for your course.

**NCC POLICIES:** These policies can be found in your student handbook, on the course page in Blackboard under the tab “Academic Policies and Procedures,” or through the NCC website at <https://northampton.smartcatalogiq.com/2018-2019/College-Catalog/Policies-College-Academic> It is the student’s responsibility to read, review, and understand these policies.

**NCC ONLINE POLICIES**

**Attendance**

In an internet-based online learning course, a student is considered to have missed the onground equivalent of more than twice the number of weekly meetings if there has been no participation by the student in the class through the submission of assignments, participation in discussion forums or contact with the professor during a two-week period. Simply logging into the course through Blackboard does not equate to attendance in online courses. Also, students should log into courses and check emails more than once each week to get key information and updates.

**Identification and Integrity Requirements**

Online courses require at least three identification or integrity assignments or assessments throughout the semester. Identification or integrity assignments/ assessments validate student identity or originality of work.

All online students must have access to a Windows PC or MAC Computer, web camera, and microphone to participate in the identity verification process and in courses requiring proctored assignments and assessments.

**ONLINE SUPPORT**

• NCC Help Desk: helpdesk@northampton.edu or 610-861-5413

• Office of Online Learning onlinelearning@northampton.edu; 610-332-6089 Find us on Facebook and Twitter!

NCC Educational Technology: nccedtech@northampton.edu.

• Blackboard Assistance: Blackboard Help and Blackboard Collaborate Help

• NCC Online Tutoring: learning-center@northampton.edu

**Instructor Specific Policies:**

## **Discussion Board Etiquette:**

## **Late Work, missed classes, and speeches:**

## **Classroom Management:**

## **Other Relevant Policies:**

**Course Requirements, Assignments and Grading:**

This section needs to be filled in and updated every semester. It is important that the professor clearly defines the requirements for the course, lists all of the assignments, exams, and projects for the semester, and most importantly clearly identifies the points or weights of those assignments, exams, and projects for the student’s overall grade.

**Example of weighted grades**

**10% Participation – blurb on participation**

**15% Writing Assignment #1 – describe the writing assignment**

**15% Writing Assignment #2 – describe the writing assignment**

**25% Final Project – describe the final project**

**20% First Two Exams (10% each) – blurb on exams**

**15% Final Exam – blurb on final**

**Example of point system**

**10 Participation – blurb on participation**

**15 Writing Assignment #1 – describe the writing assignment**

**15 Writing Assignment #2 – describe the writing assignment**

**25 Final Project – describe the final project**

**20 First Two Exams (10% each) – blurb on exams**

**15 Final Exam – blurb on final**

**100 Total Points**

**Grading:**

This section can be adjusted as per your grading scale, but something of this nature / degree must be in your syllabus

0 – 59 = F 60 – 66 = D 67 – 69 = D+ 70 – 72 = C-

73 – 76 = C 77 – 79 = C+ 80 – 82 = B- 83 – 86 = B

87 – 89 = B+ 90 – 92 = A- 93 – 100 = A (Not doing an assignment = 0)

We suggest that you add any essential grading rubrics here and post them on Blackboard. It is important for your students to see them on the first day of class and also to have this material accessible throughout the semester.

**Class Schedule**

**There are two ways to show your schedule. You can either identify the material that will be covered on a week-by-week basis (Week 1: Introduction and Chapter 1) OR you can identify what will be covered on a daily basis in the class (August 26: Introduction; August 28: Chapter 1). Either way is fine, but you must provide an overview of the semester, with assignment due dates and exams identified.**

*This syllabus is offered as a guide; however, it is subject to change throughout the semester, as necessary.*