**COURSE TITLE:**

Course Number: Section Number:

Current Semester: Room Number:

Course Meeting Days and Times: Credit Hours:

**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

**Course Structure:**

This is a hybrid course, which means 50% of the class will take place in a classroom setting and 50% will be delivered asynchronously (not in real time) online via Blackboard. In the classroom sessions, you will engage directly with your classmates and your professor. Learning materials will also be posted to Blackboard. You are expected to view instructional materials and complete activities posted there by your professor in place of an additional live session. Homework, long-range assignments, and tests/quizzes will be assigned as well.

*Examples of blended activities – What are you doing with your online / asynchronous time?*

Face-to-face class activities:

* Overview of material, establishing of connections, expansion of readings/videos
* Class discussion
* Explanation of challenging concepts
* Answering of student questions
* High stakes assessments

Online activities:

* Instructor recordings
* Discussion boards
* Low stakes assessments
* Instructional videos

**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.

**Attendance:**

Each week in the course consists of one classroom meeting and asynchronous instruction/assignments along with homework and/or long-term projects. The classroom meeting and the asynchronous work count as one class session each, totaling two classes per week. Missing one more than twice the weekly meetings (more than five classes in total) may result in withdrawal from the course by the instructor.

Your ability and willingness to be fully engaged during all synchronous "live" classroom sessions is key to your success in this class. So, it is important to utilize the camera/video and audio functions on your computer/tablet or smart device whenever possible. If there are reasons why it is difficult for you to do this, please let me know so that we can work together to address any concerns (whether they be related to technical reasons, access, or the space where you engage in the class). This will allow us to identify other ways for you to engage in class so that your attendance or class participation is not negatively impacted.

**Instructor Specific Policies:**

## **Lateness to Class:**

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

## **Classroom Management:**

**\*Netiquette:**

* While using e-mail, discussion forums, and chat rooms, please observe the following guidelines:
* Show respect when interacting through electronic communications.
* Consider the vocabulary and length of electronic communications.
* Choose words carefully avoiding those with double meanings.
* Be aware that body language is not visible, so the tone of the electronic communications may be easily misinterpreted.
* Humor may be misinterpreted.
* Be sure to avoid profanity, sarcasm, and hurtful language.
* When evaluating or commenting on other student's work, please focus on the issue and do not attack the sender.
* Reread what you typed for spelling errors, tone, message content, grammar, sentence structure, etc.

For more information, please visit: <http://www.albion.com/netiquette/corerules.html>

## **Other Relevant Policies:**

**Campus Safety Protocols**

Northampton Community College understands the importance of the health and safety of our campus community. In an effort to serve our students and community members, we are taking continual efforts to reduce risk and increase cleanliness of our campus locations. As part of our effort to protect the campus community, all students, staff, and instructors are required to observe social distancing and personal protective equipment (PPE) guidelines as outlined by NCC at all times. While in class, students must be seated appropriately to support social distancing and must wear the appropriate PPE. Should a student forget to bring PPE, they should visit the Covid Screening Station to obtain a face covering. Students who fail to comply will be dismissed from the classroom and may be referred for sanctions. Students who require PPE accommodations should contact the Office of Disability Services to submit the appropriate documentation.

Should you become sick or be required to quarantine during the semester, notify the instructor immediately using the contact method described in the syllabus. Students should contact the Office of Disability Services in order to implement the appropriate accommodations required to submit course work during an extended absence.

**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.*