

**Course Information**

**Course Number and Title**: CT5130, Intro to SQL and Database Concepts

**Term/Year:** Summer II 2021

**Term Dates:** June 28th, 2021 – October 10th, 2021

**Delivery Method:** Online with virtual residency

**Meeting Place and Time:** Online via Blackboard

**Live Session:**  You will be contacted by your LIVE Residency Instructor.  This individual may/may not be the instructor for your Blackboard course. Please be sure to check your NEC email daily.  LIVE Zoom Faculty will reach out in weeks 2 or 3 of the term. Students will meet during the term to complete the required 8 hours of LIVE Zoom contact.  In accordance to federal and campus guidelines in response to COVID, these sessions are all required and replace the Henniker Residency that has been moved online due to COVID. In addition to the 8 hours of LIVE Zoom instruction, you have 10 hours of self-directed research to assist in your studies for your required 18 hours of residency for this course.

**Credits:** 3

**Prerequisites**:Established prior to acceptance in this program

**Instructor Information**

**Faculty Name:** Mike Pitts

Email Address: mpitts@nec.edu

Campus Phone Number: N/A

Response time: Students will receive a response within 24 hours.

**Instructor Course Expectations**

1. I reserve the right to modify this syllabus as needed during the term.
2. You are expected to do your own work. Plagiarism is grounds for dismissal and includes any use of other’s words without proper attribution including copying with word substitution.
3. If you have a doubt or question, ask immediately.

**Required Materials and Textbook(s)**

SQL for Data Analytics

**ISBN-13:** 978-1789807356

**Optional or Supplemental Materials**

Other Supplemental materials may be listed in the weekly folders on Blackboard.

**Course Description and Outcomes**

Through this course, students will learn to use SQL to collect and analyze data from relational database sources. The course will concentrate on the proper construction of the SQL queries that are the basic access tool used in data dictionaries, data modeling, and data mining processes and procedures. At the completion of this course, students will have the ability to build, query and manipulate database structures and to format information critical to the process of informed business decision making. *(3 credits)*

1. Install various SQL
2. Use SQL to summarize and identify patterns in data
3. Use SQL to generate descriptive statistics
4. Use SQL queries to prepare data for analysis
5. Use window functions to perform analysis
6. Analyze special data types including geographical and time data
7. Import and export data into R and Python
8. Debug queries
9. Optimize queries

**Key course areas/topic covered include:**

Triggers

Functions

Index

Text analytics

JSON data

Using Python with SQL

Using R with SQL

Using Select, Case When, Group By, and Having clauses in SQL

**Grading Policies**

|  |  |  |
| --- | --- | --- |
| **Assessment Item(s)** | **Frequency** | **Percentage of Final Grade** |
| *Assignments* | 60 | 65 |
| *Discussions* | 15 | 25 |
| *Final* | 1 | 10 |
| **Total Grade** |  | **100%** |
|  |  |  |

**Grading Scale**

|  |  |
| --- | --- |
| A | 100-93 |
| A- | 92-90 |
| B+ | 89-87 |
| B | 86-83 |
| B- | 82-80 |
| C+ | 79-77 |
| C | 76-73 |
| C- | 72-70 |
| D | 69-60 |
| F | 59 and below |

Final course grades of C+ or below will not meet graduate degree requirements. Students will need to repeat any course in which they received a grade C+ or below. For more information, please refer to the New England College Academic Catalog.

**Required Technical Skills**

In order to promote success in an online community, whether 100% online or hybrid, students must know how to use email and navigate the Internet. Students must be familiar with their computer or device, its programs and operating system, be able to send messages to their instructor, upload attachments, post assignments, communicate with other students, and navigate the course site. Students should retain and organize copies of all course work on a backup device or cloud storage program.

**Attendance**

**A student will be dropped from class after one week if they do not participate. Participation includes completing all discussion board requirements and assignments for week one (1).**

Students are required to meet the federal requirements for time on task per the [Federal Definition of the Credit Hour](http://bit.ly/2TF7lXI). Students must log in to the course site multiple times each week and submit all required assignments. Verification of participation occurs in Week 1 of the course, where students are expected to submit all required assignments. Failure to do this will result in the students being dropped from the course. Students will be dropped if they don't complete at least one graded assignment.

You are expected to participate in all course activities. Not actively and consistently contributing online for the duration of the course will adversely affect your grade. Students are always expected to actively contribute to the discussions and other activities online. A significant portion of your grade is based upon this and you are personally responsible for the material.

It is the responsibility of each student to understand fully the participation policies and procedures for every course in which the student is enrolled. New England College respects student’s religious observances. In an online environment, students are expected to notify their instructors if they are unable to participate fully during the time of the student’s observances. Making up missed assignments and course contributions is the student’s responsibility.

This course, run through the Blackboard learning system, is not correspondence or self-paced. Students must participate in all content, communications, assignments, discussions, blogs, wikis and other activities throughout the course, adhering to time frames, due dates or deadlines specified.

**Executive Programs & Residency**. Due to the Covid-19 pandemic, there will be no face-to-face residency sessions at the Henniker campus or at any other location during the Summer II, 2021 term. Each student will be required to attend virtual residency sessions. The virtual schedule for this course will be determined by the LIVE Residency instructor (this individual may or may not be your course instructor) and will be communicated to all students via their NEC email addresses. Attendance will be taken at all sessions. All students must attend all virtual residency sessions to receive full credit for this course and residency. Missing any session will result in the failure of the entire residency and all classes for the term.

During each live session you will use your full name (the name registered with us at New England College), your NEC email (no personal emails allowed), and a live video (no black screen and no static photos) throughout the entire session. You must be on time and attend the entire session. If you fail to follow the above guidelines you will not be counted as attending the session. Missing any session will result in failing the entire residency and the courses for the term. **Work is not considered a valid reason for missing your virtual residency sessions, as your student role, especially those here on an F1 visa, is your primary role.**

**Note: Class absences may impact an international student’s visa status, as immigration laws stipulate that F-1 visa students must be in a full-time schedule and must be attending classes.**

**Expectations for Online Behavior**

NEC requires a learning environment where everyone is respected and feel safe to take the risks necessary for learning. All online communication must be respectful and constructive. Students who violate these guidelines will be referred to the Office of Judicial Affairs. Students must review and adhere to [NEC’s Netiquette Guidelines](https://www.nec.edu/wp-content/uploads/IT-network-etiquette-guidelines-2.pdf).

In the event a student loses electricity, internet access, or has difficulty accessing learning content, it is the student’s responsibility to contact the instructor via email or phone as soon as possible.

**NEC Academic Integrity Policy: Graduate Programs**

The New England College community embraces an Academic Honor Principle. It consists of honesty, trust, and integrity. Honesty is being true to oneself and others, engendering a culture of trust. Trust builds mutual respect, fostering a disposition of responsibility and civility. Integrity denotes inner strength of character: doing what is right and avoiding what is wrong. Students, Faculty, and Staff accept these values as fundamental guides to our actions, decisions, and behavior.

**Academic Dishonesty**

Academic dishonesty includes, but is not limited to, the following infractions:

***Plagiarism:*** According to the Council of Writing Program Administrators, “plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledg­ing its source.”[[1]](#footnote-1) Any of these activities constitutes plagiarism: directly copying and pasting from a source without citation; paraphrasing from a source or sources without citation; turning in a paper, or sections of a paper, known to be written by someone other than the student; unauthorized multiple submissions of the same work in more than one course; and turning in a purchased paper.

***Misuse or inaccurate citation of sources:*** It may be possible that a student has carried out a good-faith attempt to acknowledge others’ work, but has failed to do so accurately or fully. This may include citing sources, but not including sufficient information or correct formatting of the citation. These are largely not considered plagiarism, unless the student repeats the misuse of sources after feedback from the faculty. In case of doubt about how to cite a source, students should ask their instructor.

Plagiarism is a severe event that will lead to penalties that may result in expulsion. Please consult the Academic Integrity Policy in the NEC Catalog for specific information on procedures regarding this policy.

***Misrepresentation:*** Having someone else do coursework, assignments, papers, quizzes and tests.

***Facilitation of Academic Dishonesty***: Helping someone else cheat. Examples include: supplying questions and/or answers to a quiz or examination, allowing someone to copy your homework, doing homework together without the instructor’s permission, seeking input from others during a take-home or open book test.

***Cheating****:* Deliberate deceptive behavior to avoid work and learning. Examples include, but are not limited to:

1. Communicating with others during an exam or quiz
2. Copying all or part of homework or another’s quiz, exam, or written work
3. Using notes when you are directed not to by the professor, using electronic equipment to look up answers you don’t know
4. Making up data for research
5. Stealing quizzes or exams prior to their administration
6. Altering or attempting to alter college records
7. Offering a bribe to college personnel in exchange for special treatment or favors

Because academic dishonesty violates academic integrity, it cannot be condoned at NEC.

For further explanation on this topic, please refer to the New England College Academic Catalog.

**Credit Hours and Student Work**

Regardless of the format (online or hybrid) or the time period in which the course is offered (e.g. fifteen or seven weeks), the student work expectation for all courses is the same.  One credit represents 45 hours of work over the course of a term (including lectures, laboratories, recitations, discussion groups, field work, study, etc.), averaged over each week during the term, in order to complete the work of the course.  In a four-credit course, the expectation is that there is 180 hours of work. The approximate student learning hours per week for a four-credit course are as follows: 15 week course = 12 hours per week, 7 week course = 25 hours per week, and a 3 week course = 60 hours per week.

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| **Assignment** | **Calculation** | **Hours** |
| Required Reading | 300 pages | 35 |
| Videos | 10 at varying lengths | 10 |
| Discussion Boards | 7 boards, 1.5 hours per board | 10.5 |
| 40 Exercises and 20 Activities | @2 hours each | 120 |
| Final | 10 hours research, 15 hours writing | 4.5 |
| Residency Live Sessions |  | 8 |
| Self Directed Residency Research |  | 10 |
| **TOTALS:** |  | **198** |

\*(4-credit course = 180 total hours, 3-credit course = 135 total hours, 2-credit course = 90 total hours; 1-credit course = 45 total hours).

**Statement on Fair Practices**New England College prohibits discrimination on the basis of race, color, creed or religion, national origin, sex, sexual orientation, age, marital status, pregnancy, veteran’s status, or disability in regard to treatment, access to, or employment in its programs and activities, in accordance with federal and state laws and regulations.  In compliance with the Americans with Disabilities Act (ADA), individuals with disabilities needing accommodation should contact the Disability Services Office.

For further explanation on this topic, please contact the Dean’s Office within the School of Graduate and Professional Studies.

**Academic Accommodations**

New England College values diversity and inclusion; we are committed to fostering mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment, please notify the instructor as soon as possible. Students are encouraged to contact the Office of Student Access and Accommodations as soon as possible to discuss a range of options to removing barriers in the course including accommodations.

Students who have a letter of accommodation from the Student Access and Accommodations should contact their instructor as soon as possible to set up accommodations for this course. The student and instructor will discuss how to implement the accommodations and address accessibility of the course. The Office of Student Access and Accommodations is available to both faculty and students with any accommodation questions, or accessibility and disability related concerns.

For students that have not previously worked with Student Access and Accommodations but who believe they need accommodations, please contact the office via email at [access@nec.edu](mailto:access@nec.edu), phone 603-428-2302, or make an [appointment](https://calendly.com/necaccess/meeting).

**Assignments and Schedule**

The course is divided into **fifteen** weeks. Due dates for assignments and discussions are stated in day numbers. Day 1 is Monday, the first day of the beginning of each weekly session.

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| --- | --- |
| **Day 1** | **Monday** |
| **Day 2** | **Tuesday** |
| **Day 3** | **Wednesday** |
| **Day 4** | **Thursday** |
| **Day 5** | **Friday** |
| **Day 6** | **Saturday** |
| **Day 7** | **Sunday** |

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| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 1  June 28th  – July 4th | Introduction and Installs | 1 | *Complete the Installs assignment.*  *Ungraded Discussions: Week 1*  *Confirm Attendance*  *Introduce Yourself*  *Installs*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 2  July 5th  – July 11th | What is data? | 2 | *Read Chapter 1 in Text*  *Complete Exercises 1 – 5 and Activity 2*  *Ungraded Discussion: Week 2*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 3  July 12th - July 18th | The Basics of SQL Analytics | 2 | *Read Chapter 2 in the Text*  *Complete Exercises 6-9 and Activities 3 & 4*  *Ungraded Discussion: Week 3*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 4  July 19th - July 25th | Data Preparation | 2 | *Read Chapter 3 in the text*  *Complete Exercises 10 – 12 and Activity 5*  *Ungraded Discussion: Week 4*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 5  July 26th – August 1st | Aggregate Functions | 3 | *Read Chapter 4 in the text*  *Complete Exercises 13 –15 and Activity 6*  *Ungraded Discussion: Week 5*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 6  August 2nd – August 8th | Window Functions | 5 | *Read Chapter 5 in the text*  *Complete Exercises 16 – 18 and Activity 7*  *Ungraded Discussion: Week 6*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 7  August 9th – August 15th | Importing and Exporting Data | 7 | *Read Chapter 6 In the text*  *Complete Exercises 19 – 21 and Activity 8*  *Ungraded Discussion: Week 7*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 8  August 16th – August 22nd | Complex Datatypes | 6 | *Read Chapter 7 In the text*  *Complete Exercises 22 – 25 and Activity 9*  *Ungraded Discussion: Week 8*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Week and Dates** | **Week and Dates** | **Week and Dates** |
| Week 9  August 23rd – August 29th | Performant SQL | 2,3,4,5,8,9 | *Read Chapter 8 In the text*  *Complete Exercises 26 – 27 and Activities 10 & 10a (10a is for extra credit and is not required)*  *Ungraded Discussion: Week 9*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 10  August 30th - September 5th | Performant SQL (cont’d) | 2,3,4,5,8,9 | *Read Chapter 8 In the text*  *Complete Exercises 28 - 29 and Activities 11 & 12*  *Ungraded Discussion: Week 10*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 11  September 6th - September 12th | Performant SQL (cont’d) | 2,3,4,5,8,9 | *Read Chapter 8 In the text*  *Complete Exercise 30 and Activities 13, 14, & 15*  *Ungraded Discussion: Week 11*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 12  September 13th - September 19th | Performant SQL (cont’d) | 2,3,4,5,8,9 | *Read Chapter 8 In the text*  *Complete Exercises 32 - 33 and Activities 16 & 17*  *Ungraded Discussion: Week 12*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 13  September 20th - September 26th | Case Study | 2,3,4,5,6,7,8,9 | *Read Chapter 9 In the text*  *Complete Exercises 35 - 36 and Activity 18*  *Ungraded Discussion: Week 13*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 14  September 27th - October 3rd | Case Study (cont’d) | 2,3,4,5,6,7,8,9 | *Read Chapter 9 In the text*  *Complete Exercise 37 and Activity 19*  *Ungraded Discussion: Week 14*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |
| **Week and Dates** | **Topic** | **Learning Outcomes** | **Reading and Assignments** |
| Week 15  October 4th - October 10th | Case Study (cont’d)  Final | 1,2,3 | *Read Chapter 9 In the text*  *Complete Exercises 38 - 40*  *Exercise 40 is your final.*  *Ungraded Discussion: Week 15*  *Main Discussion Post is due Thursday (midnight) All Other Assignments are DUE:*  *Sunday (Midnight) - ET* |

**Graded Assessments Details**

**Exercises and Activities** (75% of your grade)

Each week you will find Exercises and Activities to complete. They come from the text. Work through the problems and submit screenshots of your work. The early work sets the foundation for later work. The last exercise (#40) is your Final which will count for 10% of your grade.

* Work is due Sunday at midnight of the week the work is assigned.
* Please, do not submit attachments.

**Discussion Board (**25 % of your grade**)**

Students will participate in a Discussion Board forum each week, responding to questions posted by the instructor. Students will also reply each week to at least two other students.

* The initial post is due by Thursday 11:59 pm EST.
* Posts must be submitted on time according to the instructions above to receive full credit.
* Responding to other students is recommended but not required.
* Responses to other students should be substantive. Responses to classmates must serve to advance the conversation. Students may agree or disagree, but all postings must be courteous and respectful following the [NEC Netiquette Guidelines](https://www.nec.edu/wp-content/uploads/IT-network-etiquette-guidelines-2.pdf).
  + The initial post must be between 250-300 words in length and is due by 11:59 pm EST on Thursday. All responses are due no later than Sunday at 11:59 pm EST.
* Please add any citation, sources, or evidence required for the discussions.  For example:
  + Please cite at least one academic or professional source in your initial post, and, when appropriate, cite sources in your peer replies.
* Recommended:
  + Do not type lengthy posts to the Discussion Board without saving text; work can be lost if the Internet connection drops or times out.
  + Write posts off-line in a word processing software first so that it can be saved and then copy and paste in to Blackboard. The copy and paste may change the formatting.
  + If students prefer to write posts directly on the Discussion Board make sure to click “Save Draft” often, return to the post and Edit the text to add more content.

**Email and Technical Help**

**NEC College Email**

* Institutional communication, including communication with an instructor, student services, administration, etc. **MUST** be conducted through the student’s @nec.edu email account. Students must check their NEC email regularly. The college assumes no responsibility for messages not received because of failure to check @nec.edu email. NEC email cannot be forwarded to another email account.
* Students can access NEC email by visiting [www.nec.edu](http://www.nec.edu/) and clicking on the hyperlink in the top right corner labeled “Students, Faculty, & Staff”. Then, click the red button for Office 365 Email.
* Students can also access the direct link to [NEC email](https://www.office.com/).

**Technical Help**

* **MyNEC:** Please contact the Registrar’s Office at [registrarsoffice@nec.edu](mailto:registrarsoffice@nec.edu)
* **NEC email:** Email [helpdesk@nec.edu](mailto:helpdesk@nec.edu) or call 603-428-2350.

**Blackboard**

**Access and Login**

* This course uses Blackboard, an online learning management system.
* There are two ways to access Blackboard:

1. Go to [www.nec.edu](http://www.nec.edu/). Click on the “Students, Faculty, & Staff” link in the upper right corner. Click on the red button for “Blackboard”.
2. Direct link: <http://blackboard.nec.edu/>

**Blackboard Technical Support**

* [Blackboard help and video tutorials](https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU)
* Students can email:  [helpdesk@nec.edu](mailto:helpdesk@nec.edu)
* Faculty can email: [Faculty Help Form](https://forms.office.com/Pages/ResponsePage.aspx?id=P0PvhtqQMUqNhfG1vv7n0No12o5qcrxHu6Mq6jIb2FxUQ1JVSVNNQjdNM09MSUNFMkdVOENaT1lXSSQlQCN0PWcu)

**Graduate and Online Academic Support Center (GOASC)**

Students are provided with a wide range of academic support services that focus on each student individually and provide helpful support. The goal is to help students become successful in their education at New England College. Students are encouraged to reach out to GOASC if they have questions pertaining to their enrollment, courses, who to contact for specific academic requests, or any other questions you may have.

Email: [GOASC@nec.edu](mailto:GOASC@nec.edu)

**Smarthinking**

24/7 Online tutoring and career services available within your Blackboard course.

**International Advising**

This office assists international students with maintaining international status including, I-20, SEVIS, RFE and international student internships (CPT).

Email: [international@nec.edu](mailto:international@nec.edu)

**Career & Life Planning**

This office assists students with getting started on their internships and/or career guidance.

Email: [clp@nec.edu](mailto:clp@nec.edu)

**H. Raymond Danforth Library Services – accessing the Library Web Page**

* Open a new browser window, and be sure cookies are enabled on your computer.
* To access the Library’s catalog and databases, go to [www.nec.edu/library](http://www.nec.edu/library); there is also a link to the Library’s website on the Students, Faculty & Staff page at [www.nec.edu](http://www.nec.edu/).
* Search through all of the library’s resources (books, articles, videos and more) using Danforth Library Discovery Search, which can be found on the library’s homepage.
* To find books, click on the Find Books tab at the top of the page. On the Find Books page, you will find a link to the Library’s online catalog, which allows users to search for both print and e-books, as well as other available materials.
* To find databases, click on the Find Articles tab. This page provides a link to an alphabetical listing of our journal databases, as well as a drop down menu of databases by subject listing. Using one of these options, find the database you wish to use and click on the link to access it.
* The Library’s Research Tools page provides additional help for students in the form of citation and course guides, as well as information on topics like Academic Integrity and Plagiarism.
* Books and articles that are not immediately accessible through Danforth Library can be requested via Interlibrary Loan. To access these forms, click on the Interlibrary Loan tab at the top of the Library’s website.
* To log into the databases from off-campus, you will be prompted to enter your NEC ID number (e.g. GR123456). Remember to enter in both letters and numbers. If you do not know this number, please contact the Library.

The Distance Services Librarian, Mark Rowland, is available to assist students in person on weekdays between 8:00 AM - 4:00 PM and on Thursdays from 2:00-10 PM.  His office is in the library and he can be reached by phone: (603) 428-2352 or by email: [mrowland@nec.edu](mailto:mrowland@nec.edu)  Reference librarians are also available to help students in person, by phone at 603-428-2344 or by email: [libraryhelp@nec.edu](mailto:libraryhelp@nec.edu)

New England College is a member of both the GMILCS/NHCUC consortiums which allow NEC students to check out books from several public and academic libraries across the state. To see more information about this program, or to see if your library participates, please visit <http://www.nhcuc.org/our-campuses/> or <http://findit.gmilcs.org/polaris/>

*This syllabus constitutes the agreement between the instructor and student.*

*Any modifications to this syllabus will be identified during the course.*

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1. Council of Writing Program Administrators. 2003. Defining and Avoiding Plagiarism: The WPA Statement on Best Practices. <http://wpacouncil.org/files/wpa-plagiarism-statement.pdf> [↑](#footnote-ref-1)