

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
COURSE OUTLINE
COURSE NAME AND NUMBER

INSTRUCTOR INFORMATION:

Include your name, your office location, your office phone, your office hours, and if applicable, your email address (if applicable).

REQUIRED TEXTBOOKS:

List only those for your particular section of the course.

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

Include anything that you require the student to purchase beyond the textbook: lab equipment, art supplies, computer disks, computer hardware/software, specific schools supplies required, tools, etc. If you have no equipment/materials/supplies required other than the text, then you may delete this section.

GRADING POLICY:

List your grading scale for the course. Describe how the final grade is figured (how specific types of assignments are weighted). If the final exam must be passed in order to pass the class, tell about that. This section may not be deleted.

SPECIFIC ATTENDANCE POLICIES:

Spell out any policies you have that go beyond the official NWCC policy, such as attendance penalties or incentives, specific outside events that must be attended, etc. For example, if you have a Class Cancellation policy that is specific to your class or your division, include it here. If you do not have any attendance policies beyond that which is printed in the syllabus, then you may delete this section.

EMERGENCY PROCEDURES FOR ON-SITE COURSES:

This section is required for all on-site courses. You may revise it as needed for your building.

1. In case of fire, the teacher will instruct the students to exit the building and head directly away from the building. Students should not linger around the exits because they may block the fire vehicles.
2. In case of tornado, the teacher will instruct the students to go the basement of the building (or another safe location).
3. In case of earthquake, the teacher will instruct the students to remain in the classroom and to get under a desk or other sturdy object.

LAB CLASS SAFETY AND HEALTH PROCEDURES:

If you have specific lab/class safety rules other than those above, you must include them in this section. If you have no safety rules other than those above, then you may delete this section.

SPECIFIC POLICIES REGARDING DISTANCE LEARNING CLASSES:

Required for all distance learning classes. Spell out policies for online or virtual classes, for compressed video classes, etc. For online classes, be sure to include the cut-out/withdrawal policy, the information on the standard exam week, and some kind of notice regarding response time. If your section of a course is not a distance learning class, you may delete this section.

COURSE CALENDAR:

List holidays, last day to withdraw, last day to apply for graduation, deadlines for course work, calendar of topics to be covered when, etc.

EXTRA CREDIT WORK:

Describe any extra credit opportunities you offer.

CLASS PARTICIPATION:

Describe your expectations and if necessary how that works into the grade.

LAB REQUIREMENTS:

Detail the requirements for lab as needed.

POLICIES FOR MAKEUP AND/OR LATE WORK:

If you have specific policies for these, include them here.

AVAILABLE SUPPORT SERVICES AND CLUB ORGANIZATIONS RELEVANT TO THE COURSE:

Include this if you wish.

ADDITIONAL POLICIES REGARDING STUDENT BEHAVIOR:

You may want to include policies regarding students bringing cell phones, forgetting textbook, sleeping in class, wearing head phones, etc.

CHEATING POLICY:

If you have policies beyond the Plagiarism policy in syllabus, describe them here.

PERSONAL PREFERENCES IN HOW WORK IS FORMATTED, HANDED IN:

If you have specific directions for the students on this, include it here.