

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
STANDARD COURSE SYLLABUS
COURSE NAME AND NUMBER

COURSE TITLE: *Course name and number*

COURSE DESCRIPTION: *Catalog description (which must include number of credit hours, placement details, pre-requisites and co-requisites).*

COURSE GOALS:

Course goals should be stated in general terms. Course goals must be agreed upon by appropriate faculty. Example: "This course will provide instruction and practice in identifying and correcting the major grammatical errors."

OUTCOME COMPETENCIES:

Outcome competencies must be specific and measurable. They must be able to be documented as achieved. Outcome competencies must be agreed upon by appropriate faculty. Example: "Students will write paragraphs that contain no more than three major errors."

COURSE REQUIREMENTS:

1. Students must meet the requirements of the NWCC attendance policy.
 2. Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.
- If the division has additional requirements that apply to all classes, they should be listed here. Any additional requirements must be specific and must be able to be documented as achieved and must be agreed upon by appropriate faculty.*

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

- 1.
 - 2.
- The following is a list of possible teaching methods: Lecture, Discussion, Audio/visual presentation (overhead, PowerPoint, video, etc.), Outside Assignments, Class Demonstration, Assigned Projects. Select the most appropriate method(s) from the above list or provide your own.*

EVALUATION TOOLS:

Evaluation tools used for this course may include any or all of the following:

- 1.
 - 2.
- The following is a list of possible evaluation tools: Tests (multiple choice, matching, fill-in-the-blank, true/false, essay); Quizzes; Exercises; Computer Work; Papers; Performance Skills. Select the most appropriate tools from above list or devise your own. If a division-wide standardized final is used, please note it. If it is a division-wide policy that the final exam must be passed in order to pass the class, then note that as well.*

REQUIRED TEXTBOOKS:

See the individual instructor's Course Outline for the specific textbook(s) to purchase.

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

See the individual instructor's Course Outline for the specific equipment/materials/supplies to purchase.

GRADING POLICY:

NWCC does not have a standard grading scale for all classes. See the individual instructor's Course Outline for the specific grading scale used for this class.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student's absences exceed the equivalent of two weeks of class meetings, that student will be withdrawn from the class with a grade of "F." Online courses have additional information regarding class attendance included in the instructor's Course Outline.

Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

A student who has been reported as having excessive absences has the right to appeal. For more information about the appeal process, contact the Center Dean or the Associate Vice President for Educational Affairs.

ATTENDANCE POLICY FOR ONLINE CLASSES:

For specific information regarding the attendance policy for online classes, see the Course Outline.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the *NWCC Student Guide*. These procedures are as follows: Students involved in cheating or plagiarizing will be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career-Technical Dean as determined by the student's major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student's faculty advisor, and two SGA members. The committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College.

STATEMENT OF AUTHORITY:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus. Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.