3INSTRUCTIONAL (NOT ON PRINTED SYLLABUS): Instructors must use the information from the SCTCC Course Outline on whatever Syllabus Template they choose. This Syllabus Template notes OPTIONAL and SAMPLE information you might also consider using. You can modify formatting of this template as you like. The completed syllabus is your intellectual property. Delete this section before distributing.

# Course Number: Course Name Syllabus

**Term Year**

 **This syllabus is the official course document. The instructor reserves the right to make changes to this document. Students will be notified when changes are made.**

*We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.*

[Instructor Information](#_Instructor_Information) / [Course Information](#_Course_Information) / [College Policies & Procedures](#_College_Policies_&) /

[Course Policies & Procedures](#_Course_Policies_&) / [Grading](#_Grading)

# Instructor Information

Office & Office Hours

Delete this text box and insert your picture (OPTIONAL)

Location

Residential/Virtual

## Contact Information

Your Name & Credentials

Email address

Telephone

The best way to contact me is by **email/telephone/text**.

Instructor Name (REQUIRED) & credentials (OPTIONAL)

(SAMPLE) You can expect a response to email questions within 24 hours Mondays-Thursdays.

## Instructor Bio

(OPTIONAL)

## Educational Philosophy

(OPTIONAL)

# Course Information

## Save This Document

(OPTIONAL)

Please save a copy of all course syllabi. Course syllabi contain required elements that may be needed for transfer of credit.

## General Information

Course Prefix & Number: Title

X credits: Lecture – X, Laboratory – X, SOE – X

This is a **residential/hybrid/exclusively online** course which meets **times & dates** in room number **1-XXX** / with no face-to-face meetings.

(SAMPLE FOR HYBRID) The lecture component of this course is online with pre-recorded lectures.

Begin date: **DATE** - End date: **DATE**

(course must not begin before official semester start date and must include final exam week)

[SCTCC Academic Calendar](https://www.sctcc.edu/academic-calendar) and [eServices](https://eservices.minnstate.edu/esession/authentication.do?campusId=208&postAuthUrl=http%3A%2F%2Feservices.minnstate.edu%2Fstudent-portal%2Fsecure%2Fdashboard.do%3Fcampusid%3D208%26_ga%3D2.159071482.1973791560.1572818278-161025468.1563907366)

Last day to drop and receive full refund is **DATE**.

Last day to withdraw with a grade of “W” is **DATE**.

Students not attending class during the first week shall be dropped from the course for non-attendance.

Students who do not meet outlined participation requirements in this class for two consecutive weeks during the semester shall be administratively withdrawn from the class; this action is based on federal financial aid regulations. Students may be able to change this “FW” grade to a “W” grade via eServices before **GIVE** **WITHDRAWAL DATE.** Access to the course in D2L is terminated with the “FW” grade.

## Course Log-In

THIS IS FOR ONLINE SYLLABUS TEMPLATE ONLY

(SAMPLE) If you have not logged to the course/participated in the Discussions/submitted LIST ASSIGNMENT by DATE & TIME, you will be dropped from the course during the first week.

If you register late for the course (DATES) and have not logged in to the course/participated in the Discussion/submitted LIST ASSIGNMENT by DATE & TIME, you will be dropped from the course during the first week of class. (Use College official drop date)

## Materials

### Required

(Include required software beyond the required technology listed below, textbooks, other materials)

### Recommended

(Include recommended materials)

### Required Technology

* Active SCTCC email account
* Internet access
* Microsoft Office Suite
	+ [FREE Download of Microsoft Office 365 Pro Plus from SCTCC’s Help Desk](https://www.sctcc.edu/student-help-desk)

Office 365 subscription allows current students to download and run Microsoft Office on up to 5 machines (PC or Mac) and on up to 5 mobile devices (Android, iPhone etc.).

### Suggested Technical Skills

(Suggestions for instructors to add include keyboarding WPM, proficiency in word processing, website navigation, computer fundamentals)

[Microsoft Training](https://support.office.com/en-us/office-training-center) is available for free at your convenience.

## Pre/Co-Requisites

(Accuplacer Scores, ACT, SAT, MCA, etc. Course outlines are found [here](https://www.sctcc.edu/courses).)

This course requires any of these **X** prerequisite categories:

1.

## Course Description & Outcomes

This course…(copied from eServices)

1.

## MN Transfer Curriculum Goal Area

This course fulfills Goal **NUMBER** of the Minnesota General Education Transfer Curriculum (AS APPLICABLE)

# College Policies & Procedures

## Academic Integrity

Academic integrity is highly valued at St. Cloud Technical & Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

Any violation of the St. Cloud Technical & Community College’s Academic Integrity Policy S3.28 is considered a disciplinary offense and will be subject to the policies of this instructor, entrance into the Academic Integrity Database, and possible disciplinary action as outlined in the Academic Integrity Procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review the Academic Integrity process and access the Academic Integrity Appeal Form at <https://www.sctcc.edu/academic-integrity>.

(OPTIONAL) Academic dishonesty in a learning environment could involve:

* Having a tutor or friend complete a portion of your assignments
* Having a reviewer make extensive revisions to an assignment
* Copying work submitted by another student
* Using information from online information services without proper citation (Proper documentation consists of quotation marks around three or more of someone else’s words followed by a proper citation. No quotation marks are necessary if you put someone else’s ideas in your own words; however, you must follow the paraphrase with a proper citation.)
* Using a paper you have/had written for another class to fulfill an assignment in this class unless you have permission of both instructors
* Sharing or receiving answers on tests before the test has been completed

A first instance of academic dishonesty will result in a zero for the assignment and a second instance will result in an “F” grade for the course.

## Turnitin

(OPTIONAL) St. Cloud Technical & Community College subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required written assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the terms of the semesters (policy from [Canvas Community](https://community.canvaslms.com/thread/15087-do-you-have-a-turnitin-plagiarism-policy)).

## Accommodations

St. Cloud Technical & Community College is committed to supporting students with disabilities in obtaining, understanding, and advocating for equitable and inclusive access in all aspects of their education and campus life. It is the role of Accessibility Services to provide and/or arrange reasonable accommodations to qualified students who have a disability (or have acquired a disability) during any point of their tenure at SCTCC. Accommodations are established through collaboration between students, Accessibility Services, faculty, and staff to empower students to pursue their academic goals free from barriers while upholding the integrity of the academic experience.

Disabilities take on several forms including but not limited to mental health, cognitive, learning, behavioral, chronic health/systemic, and physical.

If you have a disability (or think you may have a disability) contact Accessibility Services at 320-308-5064 or acc@sctcc.edu to establish an accommodation plan.

It is the responsibility of the student requesting accommodations to provide their instructor with their accommodation plan via email. It is encouraged that students with approved accommodations connect with their instructor as soon as they are able in order to proactively discuss how reasonable accommodation will be implemented in class and/or to address any concerns regarding emergency procedures. Students may submit their plan to faculty at any time during the semester, but accommodations cannot be retroactively applied.

More information and guidelines are available at [www.sctcc.edu/accessibility](http://www.sctcc.edu/accessibility).

This syllabus is available in alternate formats upon request by contacting Accessibility Services at 320-308-5757, 1-800-222-1009, or acc@sctcc.edu. TTY users may call MN Relay Service at 711 to contact the college. Discrimination against individuals on the grounds of disability is prohibited.

## Statement of Diversity

The entire class will benefit from the wealth of diversity brought by each individual, so students are asked to extend every courtesy and respect that they, in turn, would expect from the class.

This college is committed to creating a positive, supportive environment that welcomes diversity of opinions and ideas for students. There will be no tolerance of race discrimination/harassment, sexual discrimination/harassment, or discrimination/harassment based on age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance, or membership in a local commission.

# Course Policies & Procedures

## Attendance

(SAMPLE for ONLINE) Week 1: Students who have not logged into and participated in the Discussions tool in D2L in **YOUR COURS**E **NAME** by **GIVE TIME** on **GIVE DATE**, will be dropped from the course.

(SAMPLE for SEATED) Week 1: Students who do not attend this class during the first week of the semester will be dropped from the course for non attendance.

Students who do not attend class for two consecutive weeks during the semester shall be administratively withdrawn from the class; this action is based on federal financial aid regulations. Students may be able to change this “FW” grade to a “W” grade via eServices before **GIVE WITHDRAWAL DATE**. Access to the course in D2L is terminated with the “FW” grade.

Please see me or send me an email with any attendance-related issues throughout the semester.

Your school email address will be automatically entered in D2L, and this is the email address I will use to communicate with you. You can log into your SCTCC email address with the following credentials:

**Username**: YOURStarID@go.minnstate.edu

**Password**: Your StarID password

For email questions/issues, please contact the Student Computer Lab for assistance (302.308.6445).

(SAMPLE for ONLINE**) Attendance is the main key to success in any course.** To be in attendance, you must

1. visit D2L at least 3 out of 7 days each week, and
2. view all course materials, participate in discussions, and be current in submitting assignments and taking quizzes.

## Late Policy

**(Sample)** Late work is not accepted.

## Navigating D2L

We will use a course management system called ***D2L Brightspace*** for this course. Briefly, these are the categories commonly used by instructors at SCTCC.

* The **Materials/Content** menu will contain all the content information for the course, including weekly outlines, lectures, projects, etc. You should be able to print or copy and save any of the material you find here, and this area is where you will spend most of your class time.
* The **Communications/Classlist** menu gives you the ability to contact your classmates and your instructor through email. This function is not to be used for non-class-related communication, or communication that you would not share in front of your instructor were this a face to face class.
* **Sending EMAIL to the Instructor use the Communications/Classlist menu**: Include in the SUBJECT line – *Course Title, Name, and Topic of the email.*
* The **Communications/Discussions** menu gives you the ability to contain space to engage in directed, asynchronous discussions with fellow students.
* The **Assessments/Assignments** menu will be used to upload assignments and course work.
* Click on **Assessments/Grades** menu to check points for individual assignments and for total points earned so far.
* **(SAMPLE) NOTE:** All D2L Brightspace Assignment submissions for this class must be in **.**docx (Microsoft Word) format. If you submit in any other format, your assignment will not be graded. If you need help with this feature, contact the Student Computer Lab.

## Pulse App for D2L

Although not every tool on D2L Brightspace works well on a mobile device, you can track assignments due dates, receive course announcements, monitor your grades, and so on using the free [Pulse app](https://www.d2l.com/products/pulse/). Consider downloading the Pulse app using the following links for [Android](https://play.google.com/store/apps/details?id=com.d2l.brightspace.student.android) or [Apple](https://itunes.apple.com/us/app/brightspace-pulse/id1001688546?ls=1&mt=8).

## Technical Support

* **INSTRUCTOR NOTE**: Include links to technical support information for any outside vendors used in the course.

* [D2L log-in.](http://www.sctcc.edu/d2l) Tech support is found through SCTCC’s Computer Help Desk in room 1-405 / phone 320.308.6445.
* After hours tech support is found [here](https://servicedesk.minnstate.edu/CherwellPortal/MNSO?_=575c56a6) through Minnesota State IT Service Desk / phone 1.877.466.6728.
* If SCTCC’s website is down, you can access D2L [here](https://sctcc.learn.minnstate.edu/).
* [D2L training for students](http://www.sctcc.edu/d2l-brightspace-training-sessions) is available each semester.

## Student Services & Academic Support

Information about and links to technical support, accessibility policies, academic support, student services, college and vendor accessibility statements, financial aid, the student handbook, and eOrientation can be found under the Resources Tab in D2L.

## Accessibility & Data Privacy Policies

[SCTCC’s Accessibility Statement](https://www.sctcc.edu/accessibility-statement) and Data Privacy Policies as well as vendor accessibility statements and Data Privacy Policies are found under the Resources Tab in D2L.

(**NOTE TO INSTRUCTORS**: Many accessibility and data privacy policies are listed under the Resources Tab in D2L. If you are using technology not listed, please add to this section.

**Accessibility**: If an accessibility policy cannot be found, a link to the vendor’s Voluntary Product Accessibility Template (VPAT) is recommended. If neither can be located, a statement saying no such policy exists can be used (see sample verbiage below). Vendors to consider can include plagiarism detection software, presentation software, web conferencing tools, polling tools, recording software, media players, document-sharing systems, social media, mobile applications, or publisher platforms.

Links to Accessibility Policies for vendors used in this course are provided above. Sites without Accessibility Policies or Voluntary Product Accessibility Templates (VPATs) used in this course include Tutor.com.

**Data Privacy**: If you are using technology not listed, please add to this section. Any website or web tool used in the course which *may* collect data from a student should have a link to the data privacy policy included in this section. These could include publisher resources and integration sites, social media sites, and external tools such as messaging or plagiarism tools. If no data privacy policy is found, then a statement indicating that should be included.

Closed groups on social media sites are encouraged. If closed groups are not possible, a policy on the use of pseudonyms instead of real names is appropriate to include.

If group texting is used, it is encouraged to use a setting that does not allow learners to see another’s phone number. A statement of this setting and policy would be appropriate to include in this section.)

## Class Environment

(SAMPLE – Modify for face to face as necessary) In order to assure that we can have a free and open discussions and help each other, I expect each person to respect the confidentiality of what your classmates are willing to share while at the same time I ask that each of you exercise good judgment in what you choose to share, avoiding non-public or sensitive information. All of your writing in this course will be shared with the class.

When engaged in online interaction, it is important that we all follow netiquette. This means our feedback must be clear, concise, not in all capital letters (which indicates yelling) and focus on both the positive and negatives of the work we are reading, giving the author specific examples to support our criticism and specific suggestions on how to fix what we are criticizing. We should start and end each critique with a positive but specific comment about what we are studying.

Students are reminded to follow basic rules of civil communications:

* There will be no inappropriate language, threats, or negative personal comments tolerated. All such correspondence will be forwarded to the Student Conduct Officer for appropriate action.
* Additionally, students are urged to report to the instructor immediately any harassment by a classmate, whether by email or on the Discussion Board and to forward the offending messages.

# Grading

## Assignments & Points

(SAMPLE) There are eight units in this course, with each unit consisting of X week(s). Each week we will cover X chapters in the textbook for a total of X chapters. Assessments for the course include:

* Each chapter will have activities and a practice quiz.
* There are X quizzes which will cover X chapters each.
* There are X exams in the course: Exam X, Exam X, and a Cumulative/non-cumulative Final taken on **DATE** during class.
* The work for this course includes a Final Group Project. Requirements and rubric for the Final Group Project are detailed in separate documents.

The total points for the class will be distributed as follows:

### **Assessment Points/Percent of Grade**

Chapter Activities (x @ x points each) x/x%

Chapter Practice Quizzes (x @ x points each) x/x%

Quizzes (x @ x points each) x/x%

Exams (x @ x points each) x/x%

Final Exam (x @ x points) x/x%

Final Group Project (x @ x points) x/x%

Total Points & Percentage XXX/100%

## Grading Scale

(SAMPLE – modify as necessary for program)

A= 90-100% = x-x points
B=80-89% = x-x points
C=70-79% = x-x points
D=60-69% = x-x points

F=59 and below = <x points

## Grades

(SAMPLE) You can check your grade through D2L Brightspace ASSESSMENTS/GRADES at any point during the semester. If you have any questions, please contact me immediately.

You can expect to have graded assignments returned within (X # of hours) of the due date of the assignment.(3 to 5-day turnaround is encouraged)

Your grade will reflect how well you have mastered the material, not how hard you have worked.

## Time Commitment

**(SAMPLE) You should expect to spend two hours outside of class for each hour of lecture and one hour outside of class for each hour of lab. For this course, that means a total expectation of X hours per week outside of the classroom. If you do not feel you can fulfill this expectation, you should consider whether this class best fits this term for you.**

## Course Calendar

Provide statement of where your course schedule is located**.**

SCTCC is a member of Minnesota State and is accredited by the Higher Learning Commission

ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer.

TTY users may call MN Relay Service at 711 to contact the college.

St. Cloud Technical & Community College - 320-308-5000 – 800-222-1009 - 1540 Northway Drive, St. Cloud, MN 56303

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