# Logo for Volunteer State Community College

# Departmental Syllabus for XXXXYYY

{{remove all red text before publishing to students – unneeded sections may be deleted; extra sections may be added, but be careful of heading level to remain ADA compliant}}

## Course Description

{copy from current catalog – check EVERY SEMESTER to make sure there were no changes}

### Prerequisites

{from the catalog}

### Credits

{from the catalog}

## Goals and Outcomes

### General Education Goals and Outcomes

Science:

1. Apply established scientific methods to the interpretation of experimental results
2. Use scientific principles to solve problems of a scientific nature.
3. Demonstrate knowledge of scientific principles, processes and terminology
4. Discuss the impact of scientific discovery on human thought and behavior.

Math:

1. Use mathematics to solve problems and determine if the solutions are reasonable.
2. Use mathematics to model real world behaviors and apply mathematical concepts to the solution of real-life problems.
3. Make meaningful connections between mathematics and other disciplines.
4. Use technology for mathematical reasoning and problem solving.
5. Apply mathematical and/or basic statistical reasoning to analyze data and graphs.

### Other Goals

{course specific goals}

### OTHER OUTCOMES

{course or instructor specific}

## Course Assessment Techniques

### Assessment of General Education

{this should come from the implementation plans of Fall 2015}

### Goals/Outcomes Assessment of Other Goals/Outcomes

{specifics: exams? Papers? Weekly quizzes? Homework?}

## Instructor Contact Information

### Instructor Name, campus office, phone number, email

Math & Science Office: Warf 100   
Phone: (615) 230-3262

## Required Materials

TEXTBOOK(S) FOR THE COURSE; REQUIRED MATERIALS, OPTIONAL MATERIALS, SPECIAL PROJECTS/ASSIGNMENTS

## Grading, Attendance, and Behavioral Policies

### Grading Scale

A: ≥ 90

B: ≥ 80 - < 90

C: ≥ 70 - < 80

D: ≥ 60 - < 70

F: < 60

### Grades of Incomplete

The “I” (Incomplete) indicates that the student has not completed the requirements for the course during the semester for extenuating and unavoidable circumstances. The mark of “I” will not be given unless the instructor is reasonably certain that it is possible for the student to complete the requirements for the course during the subsequent semester and receive a passing grade. All work must be completed (or an extension of the “I” requested) by one week before the first day of final exams for the next semester or the “I” will be converted to an F.

### Participation

Please be aware that attendance and participation are not the same thing. Attendance means physically occupying a seat during class time. Participation is an admittedly subjective assessment by the instructor of the degree to which the student has contributed to classroom activities and discussions.

{instructor specifics go here}

## Other instructor-specific policies and procedures

### Assignment descriptions; Information on tests, exams, essays, makeups, etc.

{Recommend language – feel free to edit, customize, etc.}

Exams**:**

1. If you cheat on your work in college, you do not master the material. If you do not master the material, you have cheated yourself out of what you are in college to get: an education - not just a degree.
2. No, you may not leave the room once the exam has started for any purpose. If you need to use the bathroom, do so before you begin the exam. If you feel sick, you MUST turn in your exam as completed before you leave. You will NOT be permitted to re-enter the room to continue an exam once you have left.
3. Students have become quite innovative in the ways that they cheat on exams. While I'm sure you would never use any of these methods, it is known that students will record answers on IPods to play during an exam (hence, no iPods or earphones of any sort), on the backs of water bottle labels (hence no drinks during an exam), will use smart phones to get outside help or Google answers (hence no smart phones during exams), etc. Anything that you bring into the room with you should be left at the FRONT of the room when you enter. You may retrieve your things only AFTER you submit your exam.
4. Exams and quizzes delivered online are no different from proctored exams. While it cannot be policed in the same manner, you are expected to do your own work without outside help.
5. Anyone caught cheating on an exam in any way will be sanctioned to the fullest extent allowed by college policy including a zero on the assignment, a failing grade in the course, and possible expulsion from the college.

Copyrighted Material:

Do not reproduce material copied from ANYWHERE. You may cite it or link to it of course, but do not reproduce it. This means both physical copies and posts in online discussion threads. If it is something from a website, please feel free to share it, but post a link to the website, NOT the material itself. That will keep us out of copyright trouble.

Make-up Policy:

Quizzes and assignments should be turned in at the designated time.Arrangements can be made in advance, to take a test or turn in an assignment early.In general I do NOT accept late assignments for full credit. Check with me on an individual basis if you need to arrange something of this nature. The sooner you contact me the better and PLEASE document it in an email. If you have only a verbal confirmation from me, that is like no confirmation at all. If it is not in writing either on paper or electronically, it never happened. Adams (1999) should further inform you regarding philosophy on acceptable reasons for makeup exams.

Reference:

Adams, M. 1999. "The Dead Grandmother/Exam Syndrome". Annals of Improbable Research 5(6): p 3-7. Retrieved from <http://improbable.com/airchives/paperair/volume5/v5i6/GrandmotherEffect%205-6.pdf>.

## College Policy Statements:

### For Students with Disabilities

Students who have learning, psychological, physical and/or other disabilities may be eligible for accommodations that provide equal access to educational programs and activities. It is the student’s responsibility to self-identify with the VSCC Access Center to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act Amendments Act (ADA/AA).  Students who provide appropriate documentation and who are registered in the Access Center will receive appropriate accommodations.  For further information, please contact the Access Center at (615) 230-3472, or visit the office which is located in the Ramer Administration Building, room 143.

### Equal Opportunity Statement

Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or veteran of the Vietnam era.

### Affirmative Action Educational Institution

No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap.

### Academic and Classroom Misconduct

The College's definitions and procedures related to academic integrity, plagiarism, cheating, and other forms of academic dishonesty or misconduct, are in full force in this course and are incorporated into this syllabus by reference to the Student Handbook (found on the College Web page) under "Student Resources."

NOTE: Only the enrolled student for the course may log into the course. Allowing someone else to log into your course or logging into someone else’s course is considered to be academic misconduct and will result in the same responses as traditional classroom academic misconduct - failure for an assignment or failure for the course.

### Inclement Weather Policy (on ground courses)

If Vol State is officially open, this class will meet as scheduled, all assignments will be due as scheduled, and any scheduled tests/ quizzes/ exams will be given. If Vol State is officially closed, all assignments will be due at the next regular class meeting.

{add instructor-specific contingency plans here. If we are closed for several days, how will you keep students moving through the material (WebEx)? What provisions will be made for students who do not have an internet connection at home?}

### Inclement Weather Policy (on line courses)

If Volunteer State Community College is officially closed postpone your proctored Midterm Term or Final Exam in the Learning Commons until the college reopens. Online assignments continue even if the campus is closed. {What provisions will be made for students who do not have an internet connection at home?}

## Topical Outline

{add assignments here – specific dates are optional}

## Other Information: