# (COURSE NUMBER AND COURSE TITLE) Syllabus

Volunteer State Community College

Term: Fall 20XX

## Instructor Information

Instructor: {FILL IN HERE}

Please see "[Instructor Information](https://elearn.volstate.edu/d2l/common/dialogs/quickLink/quickLink.d2l?ou=7823049&type=content&rcode=TBR-33736796)" in the Get Started Here module for instructor contact information, office hours, and other communication information.

## Course Information

{Course Number and Name} is offered through the [Mathematics and Science Division](https://www.volstate.edu/academics/mathematics-and-science)

**Office:**100 Warf Building
(615) 230-3261

{Course Number and Name} is offered through the [Humanities Division](https://www.volstate.edu/academics/humanities).

**Office:**
208 Steinhauer-Rogan-Black Humanities Building
(615) 230-3200

{Course Number and Name} is offered through the [Health Sciences Division](https://www.volstate.edu/academics/health-sciences).

**Office:**
Wallace North 102-O
(615) 230-3330

{Course Number and Name} is offered through the [Business and Technology Division](https://www.volstate.edu/academics/business-and-technology).

**Office:**
101 Mattox Building
(615) 230-3301

{Course Number and Name} is offered through the [Social Science and Education Division](https://www.volstate.edu/academics/social-science-and-education).

**Office:**
222 Caudill Hall
(615) 230-3231

{Course Number and Name} is offered through the [Nursing Division](https://www.volstate.edu/academics/nursing).

**Office:**
100 Building Room 102
(615) 230-4760

### COURSE DESCRIPTION

{INSERT COURSE DESCRIPTION HERE}

Credits:

Prerequisites:

### COURSE FORMAT

This is an online course. In an online course, most course activities are completed online. Typically, there are no required face-to-face sessions within the course and no requirements for on-campus activity.

{OR}

This is a hybrid course. In a hybrid course, most course activity is completed online, but there are some required face-to-face instructional activities, such as lectures, discussions, and labs.

Class Meeting Times and Location: {FILL IN HERE}

### STUDENT LEARNING OUTCOMES

#### General Education Goals and Outcomes

List any applicable general education outcomes - see "College Graduation" section of the catalog. Identify how the goals and outcomes of the course will be assessed.

#### Course Objectives

Upon the successful completion of this course, students will be able to:

1. Course Objective One
2. Course Objective Two
3. Course Objective Three...

**COURSE TOPICS AND SCHEDULE**

The following general topics will be covered in this course:

* Topic 1
* Topic 2
* Topic 3
* Topic 4

*Be sure to follow the Course Schedule for a more detailed listing and all assignment due dates.*

## Required Materials

### TEXTBOOK

*My College Textbook*, 8th edition by Esteemed Author. You may purchase the textbook at the [Vol State campus bookstore](https://www.bkstr.com/volunteerstateccstore/home).

### PUBLISHER PORTAL ACCESS CODE

We will be using Connect/MindTap/MyLabs/Etc. to complete assignments and access instructional materials. Be sure you also purchase an access code to this resource. You can buy it with the book at the bookstore or if you have a print copy of the book you can buy an access code directly from Connect/MindTap/MyLabs/Etc. (be sure to add a link to the location where they can purchase a code).

### REQUIRED SOFTWARE

For this course, you will need to use Microsoft Word and Microsoft PowerPoint. Vol State students have access to Microsoft Office 365 for their personal use. I recommended you use Office 365 for file storage and writing papers if you don't already have the most current version of Microsoft Word on your home computer or laptop. For additional information, please see the Vol State IT Knowledge Base article, [Install Microsoft Office 365 for Students](https://volstate.teamdynamix.com/TDClient/KB/ArticleDet?ID=58304).

### GENERAL TECHNOLOGY REQUIREMENTS

For this course, you will need to have reliable Internet access. See this list of [Technical Requirements](https://volstate.teamdynamix.com/TDClient/KB/ArticleDet?ID=65143) for general hardware and software requirements.

## Assignments and Grading

### GRADING SCALE

A: ≥ 90%
B: ≥ 80% - < 90%
C: ≥ 70% - < 80%
D: ≥ 60% - < 70%
F: < 60%

### ASSIGNMENTS

| Assignment | Points |
| --- | --- |
| Quizzes (5 at 25 points each) | 125 |
| Chapter Presentation | 100 |
| Tests (2 at 100 points each) | 200 |
| Class Activities/ Discussion/ Participation | 175 |
| Group Project | 250 |
| Final Culminating Experience | 150 |
| Total | **1000** |

#### Quizzes

Quizzes are given every 2 to 3 chapters. You will take your quizzes in eLearn. You have 2 attempts at each quiz. Use the feedback provided after your first attempt to... Explain the details about this assignment type. You should have one entry for each assignment type you have listed in the table above. The names should match what you called the assignment in the table.

#### Chapter Presentation

You will give 1 chapter presentation during module 3, 4 or 5. I will assign...  Explain the details about this assignment type.

#### Tests

A mid-term and a final test will be given. These are proctored exams. You will need to schedule a time at the [Vol State Testing Center](https://www.volstate.edu/testing) to take these exams or request online proctoring from your instructor... Explain the details about this assignment type.

#### Class Activities/Discussion/Participation

You are expected to participate in the discussion boards in eLearn. There is one discussion board for each module in the course... Explain the details about this assignment type.

#### Group Project

During Module 6 you will be assigned a group. Each group will... Explain the details about this assignment type.

#### Final Culminating Experience

The final experience will be a case study where you will show that you can apply the concepts that have been presented throughout the semester... Explain the details about this assignment type.

## Policies and Procedures

### PARTICIPATION POLICY

Student success in this course is tied closely to participation. Students are expected to regularly participate and put in sufficient study time to learn the material. Please note that while participation is generally associated with grades earned, participation by itself does not assure a high or passing grade in the course.  Grades are assigned based on demonstration of knowledge on assessments.  Students should view participation as a way to acquire the knowledge necessary to earn high grades.

### FINANCIAL AID POLICY

Students who are receiving Title IV financial assistance (Pell Grant, Student Loan or SEOG Grant) must establish attendance in all classes or be subject to repay PART or ALL of the Federal Financial Aid received for the semester.

To be marked as attending this class you must complete the  Attendance Reporting Requirements listed in this course.

### INCLEMENT WEATHER POLICY

#### Hybrid and Classroom-Based 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. Please check eLearn and your student email for instructor announcements. Check the Vol State website for campus closure information or sign up for text alerts.

#### Online Courses

As an online course, this class is not normally affected by weather or school closures. Unless specifically stated otherwise, all due dates remain in effect even if campuses are closed. If you feel that there are special circumstances, you should contact the instructor.

### 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 Office of Disability Services 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 Disability Services will receive appropriate accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting [Disability Service's website](http://www.volstate.edu/disability), or visit the office in the Ramer Administration building, room 176.

### LAST DAY TO WITHDRAW

You should not simply stop attending this class. The last day to withdraw each semester is determined by the Registrar and posted in the [Academic Calendar](https://www.volstate.edu/academic-calendar). You are encouraged to meet with your instructor and the office of Financial Aid prior to dropping a course.

* If you drop from the course during the first two weeks of the semester, the course will not show up on your transcript and is not figured in your GPA.
* After the first two weeks, if you withdraw from the course by the withdrawal deadline, you will receive a W on your transcript. Withdrawals do not count toward your credits earned and are not figured in your GPA.
* If you stop attending class, have not earned a passing grade, and fail to withdraw by the deadline, you will receive a grade of F. F's do not count toward your credits earned and are calculated as a 0 in your GPA.
* If you never attend this class and do not follow the College’s drop/withdraw procedures, you will remain on the class roll and receive a grade of F. F's do not count toward your credits earned and are calculated as a 0 in your GPA.

### GRADE 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.

### 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 STATEMENT

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.

### TITLE IX POLICY

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. 20 U.S.C. § 1681.

### ACADEMIC DISHONESTY AND CHEATING

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](https://www.volstate.edu/students)."

**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.