# Randolph Community College Online and Hybrid Syllabus

Course # Course Title

Semester – Year

## **COURSE INFORMATION**:

Section #, Days & Times, Room #

### Instructor Information:

Name:

Department:

Office (none for adjunct instructors):

Telephone:

Office Hours (none for adjunct instructors):

E-Mail:

### **Full-Time Faculty Liaison**:

Name:

Office:

Telephone:

E-Mail:

### Instructor Communications:

Here you need to let the students know how you want to communicate with them on a regular basis. Are you going to use e-mail, i-mail, discussion areas, phone, Skype, or what?

For example:

“Course related, non-personal questions should be posted in the “Classroom Discussion” area. Please do not call or send questions to me via e-mail unless they are personal in nature or regarding your grades. The Classroom discussion area will allow your classmates the opportunity to learn from your question and my response. As well, your question may have already been asked by one of your classmates. For urgent issues, you may contact me via phone during my office hours or via e-mail at the above address.”

COURSE DESCRIPTION: (as published in catalog)

Prerequisites/corequisites: (listed)

Credit Hours: X Contact Hours: X

Methodology: (lecture hours and lab hours)

### Essential Curriculum Competencies:

Randolph Community College values and integrates the following skills in all curriculum degree programs. The essential competencies listed are emphasized through general education core courses and reinforced in program specific courses.

AA/AS/AAS degree graduates will be able to use **information literacy and communication** skills to:

1. Express ideas clearly and logically through oral presentation
2. Compose well-written documents using standard written English
3. Comprehend college-level readings
4. Locate and evaluate information

AA/AS/AAS degree graduates will be able to use **critical thinking** to:

1. Demonstrate problem-solving skills
2. Draw valid inferences through the analysis of information

### Student Learning Outcomes and Competencies:

More specifically, upon completion of the course the student should be able to: list objectives as shown on course outline (Essential Curriculum Competency met by the objective)

### Course Schedule:

At a minimum list the days of the week that you will use to begin and end your course weeks. You may choose to use a detailed schedule with clearly marked start and due dates. This could then be combined with the “Topics to be Covered**”** below.

Example:

In this course a week is defined as Thursday-Wednesday. (Class Starts on Thursday and ends on Wednesday at 23:59.) All weekly assignments will be posted by Thursday morning at 08:00 and must be completed and submitted by Wednesday night at 23:59 unless otherwise noted.

### Topics To Be Covered:

(At a minimum, a general time frame – ex: a week by week schedule.)

### Textbook:

### Additional Materials:

Additional material that pertains to your course such as course codes that the student must purchase, web sites students need access to, special packages students need etc. should be included in this area.

### Required Technical Tools:

In order to successfully view and complete all materials and assignments in this course you will either need access to or the following installed on your computer.

You may either select the technical tools necessary for your course and remove the rest, or leave as is.

You may access the free sites below by holding down the Ctrl key and clicking the link.

[Google Chrome (opens in a new window)](https://www.google.com/chrome/) www.google.com/chrome/

[Mozilla Firefox (opens in a new window)](https://www.mozilla.org/en-US/firefox/new/)  www.mozilla.org/en-US/firefox/new/

[Adobe Reader (opens in a new window)](http://get.adobe.com/reader/) www.get.adobe.com/reader/

[Apple QuickTime (opens in a new window)](http://www.apple.com/quicktime/download/) www.apple.com/quicktime/download/

[Java (opens in a new window)](http://www.java.com/en/) [www.java.com/en/](http://www.java.com/en/)

### Evaluation Methods:

Here you should detail how the final grade is determined in the class – for example; a breakdown of percentages (20% homework, 30% quizzes, and 50% tests) or a breakdown of points

Grading Scale

| Points | Letter |
| --- | --- |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |

### Student e-Mail:

All students at RCC are issued a college e-mail through Microsoft Office 365. All students, especially those taking an online class, are required to check this e-mail account on a regular basis (at least 3 times a week during the semester). You will receive important information such as registration deadlines, school closings, special events, class information and more. Please note, due to security concerns, the auto-forwarding of your RCC student email to a personal email address is no longer supported.

For instructions on how to access and use your e-mail account go to [Information and Instructions (opens in a new window).](https://www.randolph.edu/student-success/myrcc-portal.aspx)

[Plain text: https://www.randolph.edu/student-success/myrcc-portal.aspx]

### On Campus Classroom Policies:

Can include items such as food and drink, cell phones, etc.

## Online Classroom Policies:

### Testing and Exam Procedures:

Detail what the student may expect in regards to testing and/or exam procedures.

Example:

All quizzes will allow the student to retest up to 3 different times, the highest score will be the score recorded for your grades. All Tests will be timed at a maximum of 1 minute per question and will allow only a single attempt. Your final exam will be proctored either on campus at RCC or at a predetermined and approved proctoring center. (You may choose to use one or any combination of these methods)

### Remote Proctoring:

Some assessments (such as tests and/or quizzes) in this course require the use of the Proctorio Learning Integrity Platform. Proctorio is an online, remote proctoring system that uses advanced machine learning and identity-verification technology to ensure test integrity.

Taking assessments with Proctorio requires the use of the Google Chrome browser; you cannot use any other browser. You must have a laptop or desktop computer with a webcam and a microphone; you cannot use a smartphone or tablet. You must have a stable internet to take the assessment. Please review [Proctorio Minimum System Requirements](https://proctorio.com/system-requirements) (opens in a new window) to ensure that your hardware and software meet the minimum requirements. [Plain text: https://proctorio.com/system-requirements] Also, here is a [Proctorio Guide for Test Takers](https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) (opens in a new window) that will help you understand how to successfully take a test using Proctorio. [Plain text: https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf ]

**The college recognizes that not all students may be able meet the minimum requirements.** **If you do not have access to the minimum technology requirements, or have disabilities that require the use of a screen reader or keyboard navigation shortcuts, please call the Testing Center on campus at 336-633-0321 to schedule an appointment.**

Please be aware that:

* You, your computer, and physical test-taking environment may be recorded.
* You may be asked to show a picture ID to the camera.
* You will need a quiet place to take the assessment -- both for your concentration and as interruptions (voices, another person on camera) may be flagged for potential cheating.

If you have concerns about your privacy or data security, please see Proctorio’s statement on[Personal Data Protections](https://proctorio.com/about/personal-data-protections) (opens in a new window).  [Plain text: https://proctorio.com/about/privacy ]

### Deadlines and Late Work:

At a minimum this area should include the time of day you use for gauging late work, the penalties for late work, and what device you use for the “official time.”

Example:

All deadlines are 23:59 on the day they are due. The clock on the Moodle Server will be the official time for this course. Therefore, students should pay attention to the time on the Moodle server and NOT on their computer or other devices.

## Attendance Policy:

Attendance plays a critical role in student success in this class.  Satisfactory progress is difficult without regular attendance.  Students are encouraged to contact the instructor, via email and/or phone, regarding any anticipated absences to make arrangements for continued progress in this course.

The instructor reserves the right to withdraw a student from this course for missing more than one calendar week of the semester.  **After missing two consecutive calendar weeks, the student will be withdrawn by the instructor.** A faculty-initiated withdrawal in a credit bearing course will result in a grade of “WF” which will negatively impact the student’s GPA. The student can complete a withdrawal form to have the “WF” changed to a “W” if prior to the official withdrawal date for the course.  A grade of “W” will not negatively impact the student’s GPA.  The [withdrawal form (opens in a new window)](https://www.randolph.edu/student-resources/forms.html?id=740#academic-forms) can be completed online.

[Plain text: https://www.randolph.edu/student-resources/forms.html?id=740#academic-forms]

Students receiving financial aid or veterans benefits should consult with the Office of Financial Aid and Veterans Affairs to understand the impact of the withdrawal.

Refer to current course catalog for specifics on religious observances and military leave.

### Online Attendance Policy:

This section should detail your expectations from the student as to their “online presence” in the course such as: How many times do you expect the student to login to the class each week. How many postings do you expect the students to make in a discussion and how frequently you expect those posts to be made?

Example:

All students must enter their online course every Thursday or Friday to obtain their weekly assignments and make their initial postings to the weekly discussion board. Then, students are expected to participate substantively\* (post) in the discussions at least 3 out of the next 5 days (Saturday – Wednesday).

\*A substantive posting is defined as a post which references topical material such as the readings, lecture notes, or presentations. Postings that have more than “I agree...” statements that simply restate what another student has posted are not considered substantive postings.

### Discussions:

If your course uses discussions as part of the curriculum delivery method, you need to post your expectations for discussions postings here. You need to outline how many discussion postings each student is required to make and how frequently they should be made.

Example:

When a discussion has been posted, each student is expected to post their initial reply to the instructor’s prompt or question by Friday night at 23:59 followed by substantive participation in the discussions on 3 out of the next 5 days.

### Student Communication Expectations:

All students at Randolph Community College are expected to use scholarly communications while communicating with their instructors and fellow students in and out of the classroom. All e-mail, discussion board postings, and especially formal writing assignments must be checked for proper grammar, spelling, capitalizations, and free from jargon and texting language.

### Netiquette:

Read the [“Core Rules of Netiquette” (opens in a new window)](http://www.albion.com/netiquette/corerules.html)  found at this website:http://www.albion.com/netiquette/corerules.html

You should adopt your own excerpts and expectations for your online classes and add the information here in your syllabus.

### Instructor Response Times:

#### Responses to Questions:

Here you need to outline what kind of response time the student can expect in regards to course related questions.

Example:

Sunday-Friday I will respond to e-mail within 36 hours. E-mail received after 3:00pm on Friday will not be answered until Monday morning.

#### Responses/Grades for Assignments:

Here you need to let the students know what to expect in regards to the turnaround time on assignments. It would also be a good idea to include information that explains when assignments will be posted and when they should be completed.

Example 1 (Synchronous Progression):

In this course we will progress through the material as a group. Therefore, the assignments will be posted from week to week. All assignments will be posted by Thursday morning and are due the following Wednesday at 23:59 or 11:59pm unless otherwise noted in the assignment. Assignments will be graded and returned to you by the Wednesday following the assignment’s due date. (ie: if the paper is due on Thursday of this week, you will have the paper graded and returned to you by Wednesday of the following week. Even if you submit your paper early, your grades will not be returned until this time.)

Example 2 (Asynchronous Progression):

You may progress through this course as quickly as you would like, however, you MUST complete all assignments by their designated due dates. Assignments may be completed as early as you would like but they MAY NOT be completed late. I do not begin grading assignments until after their due dates. You can expect your assignments to be returned to you by the first Wednesday following the assignment due date**.** (Ex: If your term paper is due on Thursday the 10th, you can expect it to be graded and returned by Wednesday the 16th. If you complete the paper on the 1st, you will still not receive the graded assignment until Wednesday the 16th.)

## Technical Support:

Login Issues:

If you have problems with your login username or password please call the Computer Services Help Desk at 336-625-1573 or email them at [cchelpdesk@randolph.edu](mailto:cchelpdesk@randolph.edu) , or visit this page for more information. [MyRCC Portal Information and Instructions (opens in a new window)](https://www.randolph.edu/student-success/myrcc-portal.aspx) [Plain text: https://www.randolph.edu/student-success/myrcc-portal.aspx]

Microsoft Office 365 Support:

For assistance with e-mail or Microsoft Office 365 please call the Computer Services Help Desk at 336-625-1573 or email them at [cchelpdesk@randolph.edu](mailto:cchelpdesk@randolph.edu)

Note: Please include your first and last name and your login ID.

Moodle Support:

Moodle online course support is available Monday through Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. Contact information is 1-336-633-0263 or [moodlesupport@randolph.edu](mailto:moodlesupport@randolph.edu) Note: Please include your first name and last name, your login ID, and the course name and section number.

## Student Support:

Student Support is available in the “Student Services” block on the left side of your Moodle Course. There you will find information on:

[Writing Center (Opens in a new window)](https://libguides.randolph.edu/wc)

[Plain text: https://libguides.randolph.edu/wc]

[Student Success Center (opens in a new window)](https://www.randolph.edu/student-success.html)

[Plain text: https://www.randolph.edu/student-success.html]

[Library Services (opens in a new window)](https://libguides.randolph.edu/libraryhome)

[Plain text: https: //libguides.randolph.edu/libraryhome]

## Quality Enhancement Plan

The goal of Randolph Community College’s Quality Enhancement Plan (QEP) is the establishment of the Career Confidence (C²) initiative that will focus on career confidence to strengthen student retention and completion.  Strategies include redesigning ACA Student Success courses and establishing an Office of Career Services.  The QEP will provide instructional support through a Student Success Course career module and a tangible resource for all students, the Office of Career Services, where students can access career assistance; it will also help students gain confidence in their career choice, so that moving forward they can see the proverbial light at the end of the tunnel and persist to graduation in a timely manner.

Career Confidence is not self-confidence, nor is it self-assurance of one's capabilities that they can "do the job." Rather, career confidence involves **purpose**, **preparation**, and realistic career **placement**.

## Academic Integrity:

Randolph Community College expects the utmost integrity in its students’ academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment. Violations to the Academic Integrity Policy include, but are not limited to instances of cheating and plagiarism. The following sanctions for violation of the Academic Integrity Policy will be imposed by the Instructor, Department Head, Associate Dean, Dean, or Vice President of Instructional Services:

* First offense – a grade of 0 on the test, quiz, or assignment
* Second offense – a grade of “F” for the course and academic probation for one semester
* Third offense – suspension or expulsion from the College

These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College. The appeals process varies based on the offense. For the first offense, a student may appeal to the Instructor and then the Department Head. For the second offense, a student may further extend the appeal process to the Associate Dean and then the Dean. For the third offense, the student may further extend the appeal process in writing to the Vice President of Instructional Services within 5 working days of the Dean’s decision. Note: For specific examples of cheating and plagiarism, as well as, a more detailed explanation of the appeals process, please refer to the RCC website for the Academic Integrity Policy in its entirety.

## Accommodations:

If you have a disability that may affect your academic performance or have health conditions that prohibit you from wearing a mask on campus, it is your responsibility to inform the RCC Disability Coordinator, Tammy Cheek, as soon as possible to seek accommodations. The RCC Disability Coordinator is located in Student Services and can be reached at phone: 336-633-0246; or e-mail: [twcheek@randolph.edu](mailto:twcheek@randolph.edu)

It is important to apply for accommodations early enough to provide time for consideration and processing. [Accommodations for Student with Disabilities Information link (opens in a new window)](https://www.randolph.edu/student-success/disability-support-services.aspx). [Plain text: https://www.randolph.edu/student-success/disability-support-services.aspx]

## Health and Safety Statement:

The health, safety and security of faculty, staff, students, and guests is a top priority for Randolph Community College. Everyone is encouraged to help protect our campus community from illnesses and potential threats. If you are sick, please stay home and contact your instructor for guidance on the implications the absence may have with regards to the course attendance policy. If you must come to campus, please help protect others by wearing a mask and distancing yourself as much as possible.

To be prepared to respond in an emergency, everyone must take some personal responsibility for their own safety and be able to assist others needing help by knowing the basic emergency responses:

1. ** LOCKDOWN** – Locks, Lights, Out of Sight. Lock the door, turn out the lights, get out of sight and maintain silence. Do not open the door and prepare to evade or defend.
2.  **LOCKOUT** – Come inside. Lock outside doors. Business can continue, but increase awareness and be prepared to react if the situation changes.
3. ** EVACUATE** – Know your evacuation plan. You need to know all available exits out of the building and where to go for a rally point. Bring your phone and leave your other things.
4. **SHELTER** – A Shelter response may be necessary for a severe weather warning, gas leak, or environmental hazard. Severe weather shelter areas are located in most buildings.

The safety and security of everyone is dependent on our ability to act and work together.  Report any threats, suspicious persons/activity, or general safety concerns to an instructor, campus SRO, or to the RCC switchboard at 336-633-0200.  Make sure that you secure your personal items and automobile while on campus. Working together as a community watch and taking a personal interest in safety and security will ensure a safer campus environment for everyone.

**TITLE IX STATEMENT:**

Randolph Community College (RCC) students, employees, guests, and visitors have the right to be free from all forms of gender-based and sexual discrimination. These include, but are not limited to: sexual violence, sexual harassment, gender-based harassment, stalking, intimate partner violence, dating violence, domestic violence, and gender-based bullying. Students who experience, witness, or are aware of sexual misconduct, harassment, or discrimination may make a confidential report to the Title IX Coordinator:

Tammy Cheek, M.S.

Student Services Counselor & Title IX Coordinator

Phone: 336-633-0246

Email: [twcheek@randolph.edu](mailto:twcheek@randolph.edu)

The syllabus is subject to change at the discretion of the instructor.