Randolph Community College

**Course # Course Title**

# Syllabus

**Semester – Year**

**COURSE INFORMATION:** Section #, Days & Times, Room #

**INSTRUCTOR INFORMATION:**

Name – Department

Office

Telephone

Office Hours

E-mail

Full-Time Faculty Liaison:

Name

Office

Telephone

E-Mail

**COURSE DESCRIPTION:** (as published in catalog – from the NCCCS common course library)

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:** More specifically, upon completion of the course the student should be able to:

List outcomes developed for the course and/or the SLOs provided by the NCCCS in the course description (map each outcome to the Essential Curriculum Competency met by the outcome)

**TOPICS TO BE COVERED:**

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

**TEXTBOOK:**

**ADDITIONAL MATERIALS:** Free online tutoring for all students in the areas of math, science, business, and writing is available through Smarthinking via [Moodle](http://moodle2.randolph.edu/) accessible using the following link: http://moodle2.randolph.edu/. Add any additional information here that pertains to your class.

**EVALUATION:** (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)

**REMOTE PROCTORING:** (include if you plan on using remote proctoring in your course)

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) to ensure that your hardware and software meet the minimum requirements. Also, here is a [Proctorio Guide for Test Takers](https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) that will help you understand how to successfully take a test using Proctorio.

**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).

**GRADING SCALE:**

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

**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 can be completed online and is available at the following web address:   <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.

 (can add to with your specific course attendance policy)

**CLASSROOM POLICIES:** (Can include items such as food & drink, cell phones, etc.)

**STUDENT EMAIL:** 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 <https://www.randolph.edu/student-success/myrcc-portal.aspx>

**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. She is located in the Student Success Center (phone: 336-633-0246; e-mail: twcheek@randolph.edu). It is important to apply for accommodations early enough to provide time for consideration and processing.

**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

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