



Course Number and Section: Title of Course
Semester and Year

[Delete this before saving for your course: Yellow highlighted information is information that will need to be updated as it pertains to your course.]

Credit Hours:

Contact Hours:

Pre-requisites:

Co-requisites:

Class Meeting Day(s):

Class Meeting Time(s):

Instructor Contact Information

Name, email, phone number

Office location and hours

College Mission

To provide world-class life-long educational and workforce training in order to meet the emerging needs of the community and to improve the quality of life for the students we serve.

Course Description

Insert course description here

Topics to be Covered in Course

(Optional)

Textbook and Required Supplies

(Textbooks, ISBN, Title, Author, Publisher, etc.)

Grading Scale & Policies

Most assignments will be graded within **two** weeks of their due dates. Late submissions, when permitted, will be graded by the semester's end. The final grade will be based on the following scale:

A 90-100%
D 60-69%

B 80-89%
F 59% or lower

C 70-79%

WP (given when you drop or are dropped from course after the last date to drop without penalty if the student is passing at that time; does NOT affect a student's overall GPA)

WF (given when you drop or are dropped from course for excessive absences after the last date to drop without penalty; is calculated into a student's overall GPA as an "F")

Course Evaluation

Student Evaluations of Teaching & Learning will be conducted online beginning spring semester 2011 to ensure efficiency and to target all curriculum courses. Students are encouraged to participate and provide meaningful feedback so that the quality of instruction can be enhanced for all curriculum programs.

General Education Competencies and Assessments

As a result of curriculum enrollment at Roanoke-Chowan Community College, students will be able to:

1. Communicate effectively in oral and written capacities.
2. Utilize appropriate technology skills.
3. Demonstrate knowledge of their roles and responsibilities in a diverse world.
4. Apply critical thinking skills enabling them to think logically and solve problems.
5. Apply quantitative reasoning skills to solve problems.

Student Learning Outcomes and Assessments

Upon successful completion of the course, you will have:

1. Outcome 1 goes here.
2. Outcome 2 goes here.
3. And so on. . .

Outline of Class Activities for the Course

Provide students with a tentative outline of activities that they can expect to occur throughout the semester, such as assignments, projects, papers, tests, guest speakers, etc.

Make-up/Late Assignment Policy

All assignments will be due on the assigned due date. **Late assignments will only be accepted when accompanied by a written statement detailing why you were unable to meet the deadline for the assignment.** Your statement should detail the reason (not an excuse) you didn't turn an assignment in on time. Responsibility and accountability are the key words here. You are responsible for completing your work and are accountable for what you do and don't do.

If you have an emergency (you are in the hospital or have had a death in your family, for example—be prepared to provide evidence of such emergency), that would be considered a valid reason for having missed an assignment deadline (most times). Technical difficulties is not an excuse for late work. You should not wait until the last minute to turn in your work; if you do and you experience problems with your technology, you are still required to get the work in on time. Remember, responsibility and accountability!! Late work will only be accepted within two weeks of the missed assignment deadline.

Class Attendance/Withdrawal Policy

It is your responsibility to withdraw from this and every R-CCC course you take if you do not wish to be enrolled in the course. However, it is the new college policy that I have to drop students who accumulate absences totaling 15% of total instructional course hours (for this course, 15% of total instructional course hours = 2 hours).

If you decide to withdraw from the class, it is your responsibility to contact your advisor or a staff member in Student Development Services to complete the proper withdrawal forms. You should not assume that you will be automatically dropped from the course just because you have stopped attending. After the 60% point in the course, any withdrawal from the course will be recorded as a “W,” “WP,” or “WF.” [Note: Your attendance policy can be more stringent than the college’s policy, but it cannot be more lenient.]

Electronic Communication Device Policy

(Address cell phone and other electronic device usage)

Student Support Services and Learning Resources Center

Student Support Services

Student Support Services is a federally-funded program that offers support services to a specific group of students who may not otherwise achieve their true academic potential. These services include tutoring; counseling; a special study skills course; cultural enrichment activities; and workshops that focus on personal, social, and academic development. The program also has supervised computer labs that offer a wide variety of services to its students. To participate in the program, students must meet certain eligibility requirements and complete an application form. Forms may be obtained from the Student Support Services Office.

Student Development Services: Dr. LaTonya Nixon, Dean of Student Services
Amy Wiggins, Registrar

Student Support Services (includes tutoring services): Dr. Tanya Oliver, Director of Student Support Services

Counseling Services

Guidance and counseling are an integral part of the overall educational program at the College. Students have the opportunity to discuss personal, academic, or vocational concerns with a counselor. Counselors assist students in career planning, academic advising, placement testing, and referral services. Trained counselors work closely with faculty to identify and address specific needs of students. Counseling services provides an array of success workshops and seminars to enhance the student’s academic achievement and career development. Students are seen on an individual basis and are encouraged to schedule appointments; however, walk-ins are welcome.

Learning Resources Center

The Learning Resources Center (LRC) provides library, audiovisual, and computer-assisted instruction services to support and enrich the College’s instructional programs. Open to community residents, as well as students and employees, LRC hours are 8 a.m.–7:30 p.m. on Monday-Thursday, and 8 a.m.–5 p.m. on Friday. The LRC hours vary during the summer sessions. To check out materials from the LRC, a library card is needed. Initial patron cards are free of charge and may be obtained upon request at the circulation desk. A validated student ID card serves as a library card for R-CCC students.

Research databases are organized collections of computerized information such as magazine articles, thousands of books, images, charts, graphics, multimedia and primary sources that can be searched to retrieve information. Databases can be general or subject-oriented with bibliographic citations, abstracts, and/or full text. These databases contain scholarly and peer-reviewed articles written by credible authors, such as journalists, researchers, and experts in their field. Since databases provide powerful search tools for narrowing results, users are able to more quickly find the information they need.

Research databases that are retrieved on the World Wide Web are generally non-fee based, lack in-depth indexing, and do not index proprietary resources. Subscription or commercial databases are more refined with various types of indexing features, searching capabilities, and help guides. Therefore, you are strongly encouraged to use these electronic databases as the beginning reference point instead of using search engines such as Google when searching for sources for research projects and papers.

The College's Library provides commercial databases for its users as well as non-fee databases. These databases are available from the library's website, <http://libguides.roanokechowan.edu/home>.

Bonnie Burkett, LRC Director/Librarian
Kellen Whitehurst, LRC Technical/Public Service Specialist

Accommodations for Students with Disabilities

The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential. For additional information, please refer to the college's 2017-2018 catalog and/or your student handbook.

Designated parking spaces for the disabled are conveniently near each building.

Wearing of ID Badges

You are required to have and display your ID badge at all times when physically on this campus.

Academic Integrity

In addition to good academic performance, you should exhibit honesty and integrity. If there is any question that academic honesty and integrity are not honored, you may be required to redo assignments in the presence of an instructor-selected monitor. Proof of dishonesty/cheating, including **intentional or unintentional** plagiarism, will make you subject to disciplinary action. In this course, the first incident of cheating will result in a "0" for that assignment. A second incident will result in an "F" for the course.

A little more about plagiarism: Trying to pass off someone else's work (in whole or in part) or ideas as your own is plagiarism. Any time you use information or ideas that you did not already know, you need to give credit to the source. This applies to **all assignments** in this course. (**Note:** The information about plagiarism included here was taken from the instructor's manual for *Cornerstone: Creating Success Through Positive Change*.)

Plagiarism includes the following instances:

- a. Copying verbatim the work of another person without using quotation marks and a citation.
- b. Paraphrasing the original ideas of another person without citation.
- c. Obtaining a paper or commentary on the Internet or using a paper someone else has written and turning in that work as your own. Remember, if you can locate information online, so can I.
- d. Submitting a paper for which you have already received credit in another course.

If there is any question that academic honesty and integrity are not honored, you may be required to redo assignments in the presence of an instructor-selected monitor. Proof of dishonesty, including intentional or unintentional plagiarism, will make students subject to disciplinary action.

Repeated acts of academic dishonesty will be referred to the Dean of Continuing Education and Workforce Development and Student Success, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct.

It is your responsibility to offer proof that your assignment submissions are your work and that all source material used is cited appropriately. You should save all notes, drafts, etc. to offer as proof should there be a question about the validity of your work.

Influenza Pandemic Preparedness

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. Additionally, students have a responsibility to stay informed about any current events and take necessary precautions to ensure their personal safety and health. In the event of a pandemic, students will be expected to follow all recommendations issued by the College.

R-CCC Inclement Weather Policy

The College will remain open as scheduled unless the following emergencies exist:

- Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College
- Quarantines or epidemics declared by medical authorities for public health purposes
- Critical power or utilities failure that would prevent normal operation of the College
- Declared national or state emergencies or restrictions imposed by civil authorities
- Other contingencies, such as fire

Announcements of closings will be made to the appropriate media outlets. Students will also be notified through the emergency/incident notification system by receiving a phone call and/or text message. Students should not call media automatically or assume that the College will be closed if no announcement has been made. Other public and private school closing in Hertford and surrounding counties do not mean that the College is or will be closed.

Accreditation

Roanoke-Chowan Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Roanoke-Chowan Community College.

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing located at 4516 Lake Boone Trail, Raleigh, NC 27607, (919) 782-3211. The Cosmetology program is approved by the North Carolina State Board of Cosmetic Art Examiners. Contact information is 1207 Front St #110, Raleigh, NC 27609 or (919) 733-4117. The Barbering program is approved by the North Carolina Board of Barber Examiners located at 5809-102 Departure Dr., Raleigh, NC 27616, (919) 981-5210. The College is also approved by the NC State Approving Agency to assist students eligible for veteran benefits. Agency contact information is 120 Penmarc Dr., Suite 103, Raleigh, North Carolina 27603 or (919) 733-7535.

Title IX Reporting

Roanoke-Chowan Community College encourages students and employees to report sexual harassment/sexual violence to the College's Title IX Administrators. Sexual harassment is a form of sex discrimination that is prohibited by Title IX. It creates a hostile environment that is inappropriate for an environment conducive to learning and working. The College takes this very seriously. We are dedicated to providing a safe environment for students and employees and will respond immediately, effectively, and fairly to all complaints. Incidents should be reported to the following:

Compliance Officers

Dr. LaTonya M. Nixon
 Dean of Student Services
 109 Community College Road
 Ahoskie, NC 27910
 Office: Student Center, Room 111-F
 lnixon@roanokechowan.edu
 P 252-862-1267
 F 252-862-1355

Nicole Boone
 Interim Director of Human Resources
 109 Community College Road
 Ahoskie, NC 27910
 Office: Jernigan Building, Room 104
 nfboone8475@roanokechowan.edu
 P 252-862-1310
 F 252-862-1329

Important Dates to Remember

Last Day to Add	August 17
10% Point of the First 8-week Session	August 20
Last Day to Charge in Bookstore	August 24
10% Point of the 16-week Session	August 24
Labor Day Holiday (College Closed)	September 3
Last Day to Withdraw from First 8-week Session to Ensure a Grade of "W" (60%)	September 18
Financial Aid Refund Checks Mailed	September 22
Last Day of First 8-week Session	October 10
Registration for Second 8-week Session	October 10
Fall Break	October 11-12

Syllabus and/or Schedule items are subject to change.

Revised: June 2018

First Day of Second 8-week Session	October 15
Charge in Bookstore for Second 8-week Session	October 10-18
10% Point of the Second 8-week Session	October 18
Advising & Registration Opens for Spring 2019	October 18
Last Day to Withdraw from 16-week Session to Ensure a Grade of "W" (60%)	October 24
Last Day to Withdraw from Second 8-week Session to Ensure a Grade of "W" (60%)	November 15
Early Registration for Spring 2019	November 16
Thanksgiving Holiday (College Closed)	November 22-23
Last Day of Classes/Semester & 2 nd 8-weeks	December 11
Fall 2018 Grades Due by Noon	December 12
Christmas Break	December 21-January 1