<div align="center">

(COURSE NAME & NUMBER & SECTION)
(COURSE TITLE AS IT APPEARS IN BULLETIN)
(SEMESTER)

</div>

Template Rev. July 2013

INSTRUCTOR NAME: _____
OFFICE LOCATION: _____
PHONE NUMBER: _____
EMAIL: _____
OFFICE HOURS: _____

Catalog Description: *(AS IT APPEARS IN BULLETIN)*

Prerequisites:

Required Text and Other Materials:

General Education Learning Objectives: (A statement can be provided such as: This course fulfills three hours the General Education requirement for the (name course) course. For a list of the General Education objectives that this course meets, go to

If the course meets additional core area objectives such a Reading Comprehension, Critical Thinking, or Information Literacy, those objectives should be listed.

Course Specific Student Outcome Objectives:

Course Content: *(OUTLINE INCLUDING EXAMS AND OTHER REQUIREMENTS)*

Course Requirements: *(List each task or activity the student must complete: papers, exams, cases, presentations, supplementary readings, participation, etc. Requirements must be more demanding for graduate students taking undergraduate course for graduate credit.)*

Methods of Evaluation: *(An explanation how the final grade will be determined: relative worth of various requirements noted in "course requirements," grading scale and penalties for late or incomplete work.)*

Make-up Procedure:

Academic Honesty Policy:

Attendance Policy:

DROP DATE: The last day to drop a course with a **"W"** is:

Americans With Disabilities Act:

Students with a documented disability are entitled to classroom accommodations under the ADA. To receive accommodations, contact the Office of Disability Services at (985) 448-4430 or 158-A Shaver Gym. Additional information can be found at www.nicholls.edu/disability

Academic Grievances:

The proper procedure for filing grade appeals or grievances related to academic matters is listed in Section 5 of the Code of Student Conduct and at the following link: http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf.

Continued Learning following an Extreme Emergency:

In order to make continued learning possible following an extreme emergency, **students are responsible for**:

- reading regular emergency notifications on the NSU website;
- knowing how to use and access the university designated electronic delivery system (such as Moodle);
- being familiar with emergency guidelines;
- evacuating textbooks and other course materials;
- knowing their designated electronic delivery system (such as Moodle) student login and password;
- contacting faculty regarding their intentions for completing the course.

Faculty are responsible for:

- their development in the use of the designated electronic delivery system (such as Moodle) software;
- having a plan for continuing their courses using only the designated electronic delivery system (such as Moodle) and email;
- continuing their course in whatever way suits the completion of the course best, and being creative in the continuation of these courses;
- making adjustments or compensations to a student's progress in special programs with labs, clinical sequences or the like only in the immediate semester following the emergency.

Turnitin Policy: (*IF NOT APPLICABLE, DELETE)*

By taking this course, students agree that all assignments are subject to submission to **Turnitin**, a plagiarism detection software that checks documents for originality. All work submitted to Turnitin will be added to its database of papers. Specifically, this service compares your paper with Internet web pages, articles in databases, and all papers previously submitted. Turnitin then either confirms the originality of your work or gives the source of plagiarism. In cases of detected plagiarism, the paper and supporting evidence will be handled in compliance with the Student Code of Conduct, Section Five. (http://www.nicholls.edu/life/policy/code_of_conduct.pdf).

Assessment Statement:

Nicholls State University is committed to continuous improvement of student learning. To achieve this goal, the University has adopted a web-based assessment and e-Portfolio system called LiveText. With LiveText, students will have the ability to track their own growth and organize their college coursework while at the same time helping the university provide the best education possible now and in the future. Students will enjoy (1) space in the LiveText cloud to upload and store documents, presentations, and other files, (2) a single electronic place to organize and download projects from all courses for preparation of portfolios and other presentations to future employers and graduate school admissions, and (3) access to their personal assessment data as generated by the university.

Multiple cheating offenses:

Section Five of the Code of Student Conduct, 'Academic Dishonesty and Disruptive Behavior,' includes a requirement that faculty file a charge complaint statement with their respective dean whenever a student is confronted or disciplined for cheating. The Office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiple offenses of academic dishonesty will be brought before the Academic Affairs Integrity Committee for further review and potential sanctions. Please read the Code of Student Conduct for further details regarding this policy."

Assisting with studying and assignments:

- **The Tutoring Center at** 143 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit http://www.nicholls.edu/academic-enhancement/
- **The Writing Center at** 144 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit http://www.nicholls.edu/academic-enhancement/
- **Online Tutoring through Moodle.** Look for the Brainfuse log-in link on the home page, http://moodle2.nicholls.edu/moodle/