

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

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:

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:

<u>DROP DATE:</u> 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).

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](tel: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](tel: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/>