

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

Template Rev. July 2020

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

Syllabus Revision Statement:

This syllabus is subject to revision, but not without prior notice by the instructor. Must be documented with revision date.

University Required Syllabi Information

Catalog Description including Prerequisites: *(as it appears in the Catalog)*

Required Text and Other Materials:

Student Learning Outcomes: *(also may be called Student Outcome Objectives or Assurance of Learning (College of Business))*

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, field trips, 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:

Attendance / Punctuality Policy:

DROP DATE: *The last day to drop a course with a “W” is: (Final date for automatic W when dropping a Full Term course or resigning from the University. Last day to drop or resign from Term A or Term B (regular and online) classes.*

Academic Honesty Policy / Cheating / Disruptive Behavior: *(use of cell phones, distracting behavior, sleeping, use of computers for purposes other than class related, etc.)*

Multiple cheating offenses:

The Academic Integrity Section of the Student Policy and Procedure Manual 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 Student Policy and Procedure Manual for further details regarding this policy.

Academic Grievances:

The proper procedure for filing grade appeals or grievances related to academic matters is listed in the Academic Integrity Section of the Student Policy and Procedure Manual at the following link:

<https://www.nicholls.edu/student-policy/academic-integrity/>

Continued Learning following an Extreme Emergency:

1. 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.

2. **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 (Zoom);
 - 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.

3. **Students are responsible for:**

Students are required to have access to the following to take this course: 1) A computer with broadband internet access. As this course requires the watching of video lessons and the completion of online lessons, an internet connection of 5mbps is a minimum requirement. 2) Access to a webcam and microphone. These will be needed for class discussions, as well as for taking exams. 3) The ability to download the

following software (different for each faculty member but could be Zoom, ProctorU, Respondus, Skype, Discord, etc.).

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 Academic Integrity Section of the Student Policy and Procedure Manual.

<https://www.nicholls.edu/student-policy/academic-integrity/>.

Americans With Disabilities Act:

Students with a documented disability are entitled to classroom accommodations under the ADA. To receive accommodations, contact the Student Access Center at (985) 448-4430. Additional information can be found at

<https://www.nicholls.edu/student-access-center/>.

Assisting with studying and assignments:

- **The Tutoring Center.** Call [985-448-4100](tel:985-448-4100), email: tutoring@nicholls.edu, or visit <https://www.nicholls.edu/tutoring/>.
- **The Writing Center.** Call [985-448-4100](tel:985-448-4100), email: writingcenter@nicholls.edu, or visit <http://www.nicholls.edu/tutoring/>.
- **Online Tutoring Resources through Moodle.** Locate the *University Services* menu and select "Tutoring Services." Then scroll down to the "Online Resources" section on the webpage.
- **Remote Online Tutoring/Skills Building.** On Moodle main page, under My Courses, choose "Tutoring for Students." Select Brainfuse to access a comprehensive suite of online academic services designed to support many learning needs and styles. There is a \$55 charge for two hours of live tutoring.

Additional Syllabi Information

The following information is strongly recommended for all syllabi. However, if any of the following are part of the student's course evaluation they must be included:

- Class Meeting Days/Hours/Classroom Location
- Student conferences (if a course requirement, this stipulation must be stated under course requirements.)
- Prerequisite knowledge and skills
- Extra Credit Policy
- Course Specific Lab fees
- Applicable Safety Rules
- Portfolium statement, if applicable to assess general education outcomes of the course.
- Teaching learning strategies
- Copyrighted material permission
- Nicholls Creed
- Student Drug Testing Policy