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

Template Rev. July 2021

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.)* Students should familiarize themselves with the terms of dishonesty, cheating/plagiarism, and disruptive behavior in the Student Policy and Procedure Manual.

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 that may include dismissal from the University up to one academic year. 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 Affairs section of the Student Policy and Procedure Manual at the following link: https://www.nicholls.edu/student-policy/academic-integrity/

Chain of Command

Nicholls is committed to providing the best class experience possible. If you have any concerns about this course outside of what your instructor or professor can address, please follow the chain of command that has been established as part of university protocol:

1. Contact your professor or advisor, again, to find a potential solution.

If your concern was not resolved then:

2. Contact your Department Head of [insert department here]
    - Dr. [Insert Name Here]
    - Email: [insert email]
    - Office [insert office number]
    - Phone: [insert number]

If your concern was still not resolved or the Department Head was not available then:

3. Contact the Dean of the College [insert name here]:
    - Dr. [insert name here]
    - Email: [insert email]
    - Office: [insert office number]
    - Phone: [insert number]

If your concern warrants further consideration by university administration, the Dean will contact the appropriate person.

Classwork During Extreme Emergencies

During extreme weather or other emergency situations, the President of the university may declare either **Closure Status** or **Remote Learning Status** for a period of one or more days. During these times, students and faculty are

responsible for reading and remaining familiar with (1) official emergency notifications through the Nicholls website and (2) all emergency guidelines of the university.

CLOSURE STATUS. When the university is officially closed, all teaching operations are suspended. During these days, there will be neither classroom nor online teaching, no expectation of class participation, no assignments due, and no tests or quizzes administered.

REMOTE LEARNING STATUS. When the university is open but it is unsafe to travel to or work on campus, students and faculty are responsible for continued learning through remote (online) means. During these days, teaching will occur and class participation is expected. Assignments, tests, and quizzes will be administered as planned unless otherwise directed by the faculty instructor. Under this status, for learning to continue:

- Students must (1) maintain access to Moodle, Nicholls email, phone, and textbooks and other course materials and (2) remain in contact with their course instructors.
- Students are required to have access to the following to participate in remote learning: 1) A computer with broadband internet access. As courses may require 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 which may differ for each faculty member but could be Zoom, ProctorU, Respondus, Skype, Discord, etc.
- Faculty will (1) conduct teaching through online means, (2) ensure opportunities for student progress and completion, and (3) adjust course requirements as necessary to accommodate special courses like labs, studios, and clinicals.

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/.

Student Portfolio – Watermark Student Learning and Licensure (SLL)
Nicholls State University has adopted Watermark's Student Learning and Licensure (SLL) and Outcomes Assessment Projects (OAP) as its Assessment System. SLL allows you to set up a personal portfolio highlighting the skills you acquire in your time at Nicholls, including activities outside of the classroom. This class is using this system to assess learning outcomes of your academic program or of the university. All students are assessed a fee called Electronic Assessment Fee in their first semester at Nicholls. SLL and OAP assignments will be loaded through Moodle. You will be sent an invitation from Watermark in the second week of the semester. Inquiries about any Watermark product can be sent to watermark@nicholls.edu.

University Title IX Statement
Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the University's Title IX Coordinator (titleix@nicholls.edu) or visit http://nicholls.edu/titleix for information about campus resources and confidential support services, including confidential counseling services.

Americans With Disabilities Act:
Students with a documented disability are entitled to reasonable 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/.

Academic Services Center Assists with Studying and Assignments:

- **The Tutoring Center.** Call 985-448-4100, email: tutoring@nicholls.edu, or visit https://www.nicholls.edu/tutoring/. (Located in Ellender Library, first floor)
- **The Writing Center.** Call 985-448-4100, email: writingcenter@nicholls.edu, or visit http://www/nicholls.edu/tutoring/. (Located in Ellender Library, first floor)
- **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
- Teaching learning strategies
- Copyrighted material permission
- Nicholls Creed
- Student Drug Testing Policy