

Syllabus Template

Department Name:

E-mail Address:

Instructor:

Office Location:

Course #:

Office Phone #:

Title:

Office Hours:

Lecture: days, times, location

Laboratory: days, times, location

Prerequisites:

Corequisites:

Course Description:

Course Objectives:

Methods of Instruction:

Evaluation Methods: (grading practices and weights assigned to each graded aspect of the course) – **Faculty, also note policy number 5.7.6 in the Faculty Handbook regarding fully on-line courses. Please add pertinent information on your syllabus.**

Student Success Program:

North Georgia College & State University (North Georgia) has implemented this program. I will refer you to other persons/services at the university designed to help you achieve your academic goals. You will be expected to take advantage of the help offered to you.

General Expectations (refer to the North Georgia Student Handbook for attendance and *class withdrawal policies):

- classroom participation policy
- individual vs. collaborative work policy

*** If a faculty member wishes to retain the ability to change a grade of "W" to a grade of "WF" per #8 (7.3.4 Faculty Handbook) for students who withdraw themselves prior to midterm who are failing the course, the faculty should add a statement to this affect on the syllabus.**

Class Withdrawal Policy:

Include dates and criteria for assigning W vs. WF

Course Content: (by week)

Week 1 ...

Week 2 ...etc.

Knowledge Base: (required texts, optional materials, supplementary readings, etc.)

Academic Integrity Policy:

- Honor Code: "On my honor, I will not lie, cheat, steal, plagiarize, evade the truth or tolerate those who do."

- Suspected violations of the Academic Integrity policy should be referred by students to the instructor. If the instructor concludes that a violation of the Academic Integrity policy has occurred, the instructor will either (1) penalize the student and file an incident report with the Academic Integrity Council or (2) refer the matter directly to the Academic Integrity Council. If an incident report is filed by the instructor, the instructor will review the completed report with the student and will request that the student sign the report as an indication that the student is aware of the contents of the report.

Plagiarism and Turnitin.com:

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Accommodation for Students with Disabilities:

North Georgia is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To receive disability accommodations, the student should contact the Office of Student Disability Services, Room 313 Stewart Center (adjacent to Dunlap Hall). Approval of reasonable accommodations will be made on a case-by-case basis.

Class Evaluations:

Class evaluations at North Georgia are now conducted online through Banner. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.