## Instructor Information

* Professor:
* Email: Email
* Phone: Phone
* Office Hours: Office Hours. [Note: Include a Zoom room link for virtual office hours as needed.]
* Office Location (Campus/Building/Room): Location

### Instructor Communication

REQUIRED STATEMENT (Can be edited. Include email response time.)

Your NWFSC email is the official communication medium of the College. Please check your College email regularly for any class and College notifications.

### Optional Space for Instructor

Include *optional* instructor guidelines for items such as:

* Class Policies
* Technical difficulties
* Additional classroom policies regarding technology

## Course Information

* Course Name and Number: Course / CRN
* Class Location (Campus/Building/Room): Class
* Class Modality: Modality
* Class Days: Enter days
* Class Times: Times
* Online Classroom with Gradebook: [Canvas class shell](https://nwfsc.instructure.com/)
* Final Exam: Enter day or week

### Course Description

Description from current College [Catalog](https://livenwfsc.sharepoint.com/sites/AcademicAffairs/Shared%20Documents/Syllabi/.Syllabi%20Instructor%20Recourses/catalog.nwfsc.edu).

### Course-Level Student Learning Outcomes

Enter course SLOs here.

### Course Prerequisites

Enter course prerequisites from the College Catalog if applicable.

### Course Materials

Enter course materials and textbooks.

### State Requirements (For General Education Core Courses Only)

For General Education Core courses, [Senate Bill 7044](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1004/Sections/1004.085.html) requires that syllabi for General Education core courses be posted publicly 45 days before the start of each term. The syllabi must include the course curriculum, goals, objectives, and “student expectations of the course,” as well as how student performance will be measured. Faculty may use this Gen Ed Course template to post 45 days before the start of each term, or they can integrate the required categories into this [syllabus template](https://livenwfsc-my.sharepoint.com/%3Aw%3A/g/personal/jsheffield_nwfsc_edu/EcHSlQnubNpJg1-bnnBeFf8BEp0kf49RocuMuHlQ1kWzhw?e=MsRSP8). In either case, the entire syllabus must be submitted as soon as it is available.

## Student Expectations and Resources

NWFSC aims for excellence in education and scholarly pursuits. Campus policies and procedures support this goal by protecting the health, safety, welfare, and property of the College and its students. To view all campus policies, please see the [college catalog](https://catalog.nwfsc.edu/). Several essential policies are provided below.

|  |  |
| --- | --- |
| **NWFSC Policy**  | **Description** |
| [**Academic Integrity**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=emergency+closure&returnto=search#academic-integrity) | Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. They are also expected to behave professionally and refrain from disrupting other students’ learning environments.  |
| [**Accommodations**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=academic+integrity+tools+&returnto=search#academic-calendar) | The [Accommodation Resource Center](https://www.nwfsc.edu/accommodations/)at Northwest Florida State College is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws. |
| [**Attendance**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=emergency+closure&returnto=search#sr_attendence) | Regular attendance and participation in the course is expected. |
| [**Tutoring Services**](https://nwfsc.craniumcafe.com/login) | Tutoring services are available in person and online. |
| [**Counseling Services**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=academic+integrity+tools+&returnto=search#coynseling_services) | All actively enrolled students can receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student. |
| [**Student Code of Conduct**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=emergency+closure&returnto=search#code-of-conduct) | Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct.  |
| [**Student Complaints**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=emergency+closure&returnto=search#student_complaints_grievance) | NWFSC desires to resolve student grievances, complaints, and concerns expeditiously, fairly, and in an amicable manner. A student who desires to resolve a grievance may initiate the resolution process using the information in the link provided to the left. |
| [**Student Rights and Responsibilities**](https://catalog.nwfsc.edu/content.php?catoid=34&navoid=12919&hl=make+up+work+&returnto=search#student_rights_and_responsibilities) | Understanding your role as a student. |

### Make-up Work

Enter details about makeup work if applicable.

(Delete if not used.)

## Assignments, Grading Scheme and Procedures

**Assignments**

REQUIRED (Minimizing major assignments helps ensure that transfer students receive appropriate course credit.)

Enter details about tests, homework, or quizzes. Include weighting of grade activities and method for determining final grade.

|  |  |  |
| --- | --- | --- |
| Assignment Category | Points/Percentage of Grade | Due Date |
| List assignments here with a brief description (quizzes, tests, projects, papers. etc.) | List points possible or % of grade | Give an actual due date or how often the assignment occurs. For example, if quizzes are each week on Thursday, state weekly on Thursday or every Thursday |
|  |  |  |
| Insert more rows as needed |  |  |
| Total | 100 |  |

**Grading Scheme**

| **Grade** | **Range** |
| --- | --- |
| A | 90 – 100 % |
| B | 80 – 89 % |
| C | 70 – 79 % |
| D | 60 – 69 % |
| F | 59 and less % |

## Other Important Information

### Technical Skills and Specialized Technology

(Delete if not used)

This course is entirely online. Students must provide their device(s) to access and complete this class online. In addition to baseline word processing skills and sending/receiving emails with attachments, students will be expected to search the Internet and upload/download files. If you encounter technology challenges using course resources in the Learning Management System, email the Center for Innovative Teaching and Learning at online@nwfsc.edu or call 850-729-6464.

### Emergency College Closure

This course's schedule, requirements, and procedures are subject to change in the event of unusual or extraordinary circumstances. If the College closes for inclement weather or another emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college reopens. If changes to graded activities are required, students will not be penalized due to the adjustments but will be responsible for meeting revised deadlines and course requirements.

### Academic Integrity Tools

### REQUIRED STATEMENT if tools are used in the course. Delete if the course does not use these tools. List tools such as Turnitin here.)

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, students consent to upload their papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin may be saved as source documents within these databases to detect plagiarism in other papers. Please note: All assignments submitted in this course are analyzed for plagiarism and originality.

### Academic Continuity Plan

NWFSC is dedicated to protecting the health and well-being of its students, staff, and faculty. The College is dedicated to working with faculty and students to ensure timely course and program completion during emergencies. In the event of a College closure, the format of this course may be modified to enable completion of the course through other means, including but not limited to online course delivery through online classrooms. Check your RaiderNet College email and LMS classroom online for any updates.

### Welcome to Class

### (Modify as desired to close with a welcome to students with well wishes for a successful semester.)

Thank you for choosing NWFSC for your education—and welcome to class!