



COURSE OUTLINE

Click here to enter Course Number, Section, and Course Name.

INSTRUCTOR INFORMATION:

Include your name, your office location, your office phone, your office hours, and your email address, and any other ways students might get in touch with you. **Please include best way for students to contact you.**

MODALITY AND TERM:

Include information here on the modality of the course (online, hybrid, synchronous online, etc.) and the term for the course (full term, first mini-term, etc.)

EXAMPLE: The delivery method for this class is ONLINE, which means that the class is delivered through online work only and attendance is reported once per week based on student completion of required weekly assignments. All students are expected to take a proctored final exam in person. The dates for the class are AUGUST 22 to DECEMBER 1.

SPECIFIC ATTENDANCE POLICIES:

Spell out any policies you have that go beyond the official NWCC policy, such as attendance penalties or incentives, specific outside events that must be attended, etc. For example, if you have a Class Cancellation policy that is specific to your class or your division, include it here. If you do not have any attendance policies beyond that which is printed in the syllabus, then you may delete this section.

SPECIFIC POLICIES REGARDING DISTANCE LEARNING CLASSES:

Required for all distance learning classes. Spell out policies for online or virtual classes, for compressed video classes, etc. For online classes, be sure to include the cut-out/withdrawal policy, the information on the standard exam week, and some kind of notice regarding response time. If your section of a course is not a distance learning class, you may delete this section.

ADDITIONAL RECOMMENDED TEXTBOOKS:

Though you may not replace the standard required textbook with a different book, use this section to list any textbooks recommended for your particular section of the course that are beyond those that are required of all sections. If you have no additional recommended textbooks, this section may be deleted.

ADDITIONAL RECOMMENDED EQUIPMENT/MATERIALS/SUPPLIES:

Include anything that you recommend the student to purchase beyond the required materials/supplies for the course: lab equipment, art supplies, computer disks, computer hardware/software, specific schools supplies required, tools, etc. If you have no additional recommended materials/supplies, this section may be deleted.

GRADING POLICY:

Describe how the final grade is figured (how specific types of assignments are weighted). If the final exam must be passed in order to pass the class, tell about that. This section may not be deleted.

LAB REQUIREMENTS:

Detail the requirements for lab as needed.

LAB CLASS SAFETY AND HEALTH PROCEDURES:

If you have specific lab/class safety rules other than those above, you must include them in this section. If you have no safety rules other than those above, then you may delete this section.

COURSE CALENDAR:

List holidays, last day to withdraw, last day to apply for graduation, deadlines for course work, calendar of topics to be covered when, etc.

CLASS PARTICIPATION:

Describe your expectations and if necessary how that works into the grade.

PERSONAL PREFERENCES IN HOW WORK IS FORMATTED, HANDED IN:

If you have specific directions for the students on this, include it here.

POLICIES FOR MAKEUP AND/OR LATE WORK:

If you have specific policies for these, include them here.

EXTRA CREDIT WORK:

Describe any extra credit opportunities you offer.

ADDITIONAL POLICIES REGARDING STUDENT BEHAVIOR:

You may want to include policies regarding students bringing cell phones, forgetting textbook, sleeping in class, wearing head phones, etc.

CHEATING POLICY:

If you have policies beyond the Plagiarism policy in syllabus, describe them here.

AVAILABLE SUPPORT SERVICES AND CLUB ORGANIZATIONS RELEVANT TO THE COURSE:

Include this if you wish.

COVID-19 PROTOCOLS:

College officials continue to actively monitor news and information pertaining to the novel Coronavirus Disease (COVID-19). We remain in regular contact with the Mississippi Department of Health and other health officials, as well as other community colleges and universities in our state and region. The College is committed to taking all necessary precautions to keep our students, faculty, staff, and the community as safe as possible.

Students, faculty, staff and their families should monitor the northwestms.edu website, Northwest social media accounts and their email for updated information.

EMERGENCY PROCEDURES:

1. In case of fire, the teacher will instruct the students to exit the building and head directly away from the building. Students should not linger around the exits because they may block the fire vehicles. Instructors will direct students to the approved Assembly Area where they will take roll. (Approved Assembly areas are listed in the Ranger Emergency Plan.)
2. In case of tornado, the teacher will instruct the students to go the basement of the building (or another safe location). An all clear will be sent via the Ranger Alert system.
3. In case of earthquake, the teacher will instruct the students to remain in the classroom and to get under a desk or other sturdy object.
4. All classrooms should be locked 10 minutes after the start of every class. Upon receiving a Ranger Alert indicating a campus or system-wide lockdown, all lights should be turned off and everyone's cell phones and electronic devices silenced and all occupants should take shelter in the deep corners of the classroom. An all clear will be sent via the Ranger Alert system.

This section is required for all courses, even online courses, as they require onsite testing. You may revise it as needed for your building, per the Ranger Emergency Plan. If your classroom does not lock, you may amend #4 to indicate that the door will be barricaded using any available item during a lockdown. If you have any questions about your specific classroom, please contact Campus Police for assistance in how to implement these procedures.