



STANDARD COURSE SYLLABUS

[Click here to enter Course Number and Name](#)

COURSE TITLE: Click or tap here to enter text.

COURSE DESCRIPTION: Catalog description (which must include number of credit hours, placement details, pre-requisites and corequisites).

COURSE GOALS: Course goals should be stated in general terms. Course goals must be agreed upon by appropriate faculty. Example: "This course will provide instruction and practice in identifying and correcting the major grammatical errors."

STUDENT LEARNING OUTCOMES:

Student Learning Outcomes (or objectives) for the course should be provided. They should, at minimum, encompass the standard outcomes provided in the MCCB curriculum alignment and must be agreed upon by the appropriate faculty. Outcomes should be SMART - Specific, measurable, achievable, relevant, and time-based.

COURSE REQUIREMENTS:

- Students must meet the requirements of the NWCC attendance policy.
- Students must have a final average that is passing as defined by the grading scale listed in the Course Outline.

If the division has additional requirements that apply to all classes, they should be listed here. Any additional requirements must be specific, must be able to be documented as achieved, and must be agreed upon by appropriate faculty.

METHODS OF INSTRUCTION:

The methods of instruction used for this course may include any or all of the following:

The following is a list of possible teaching methods: Lecture, Discussion, Audio/visual presentation (overhead, PowerPoint, video, etc.), Outside Assignments, Class Demonstration, and Assigned Projects. Select the most appropriate method(s) from the above list or provide your own.

ASSESSMENT METHODS:

The assessment methods used for this course may include any or all of the following:

The following is a list of possible evaluation tools: Tests (multiple choice, matching, and fill-in-the-blank, true/false, essay); Quizzes; Exercises; Computer Work; Papers; Performance Skills. Select the most appropriate tools from above list or devise your own. If a system-wide standardized final is used, please note it. If it is a system-wide policy that the final exam must be passed in order to pass the class, then note that as well.

REQUIRED TEXTBOOKS:

List the required textbooks agreed upon by the appropriate faculty.

REQUIRED EQUIPMENT/MATERIALS/SUPPLIES:

Include anything that is required for the student to purchase beyond the textbook: lab equipment, art supplies, computer disks, computer hardware/software, specific schools supplies required, tools, etc. If there are no equipment/materials/supplies required other than the text, then this section may be deleted.

GRADING SCALE:

List the grading scale for the course. Description of how the final grade is determined should be posted on the course outline for each section of the course.

PLAGIARISM AND CHEATING/ACADEMIC HONESTY:

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Associate Vice President for Academic Instruction or the appropriate Dean in writing within one (1) week of the formal decision by their instructor. The Associate Vice President or appropriate Dean will, within a reasonable amount of time, convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc Committee will be chaired by the Associate Vice President or appropriate Dean and may consist of up to two (2) faculty members and two (2) students. The Committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The Committee will render a decision following the hearing and the decision of the Committee is final.

DEPARTMENTAL POLICIES:

If there are any policies specific to the Department of Instruction, that must be followed system-wide, such as a required common assignment or common grading policy, include that information here.

NWCC'S OFFICIAL ATTENDANCE POLICY:

Regular and punctual attendance at all scheduled classes is expected of all students and is regarded as integral to course credit. There are times, however, when students must miss class. Nevertheless, if a student has an excessive number of absences based on the MCCB allowed absences chart before the withdrawal deadline, that student will be withdrawn from the class with a grade of "W." Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual instructor for absences and for making up work missed. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process. For more information about the appeal process, contact the appropriate Dean or the Associate Vice President for Academic Instruction.

For On Campus Classes: Students are expected to be prompt in class attendance. A student is counted absent from class if he or she misses more than 10 minutes of a class meeting. Three tardies constitute one absence.

For Online Classes: Students must attempt at least one of that week's graded class assignments or they will be marked absent for that week.

Table 1- Maximum Allowed Absences Chart

Term Length (weeks)	Class Meetings Per Wk	1	2	3	4	5	6	7
		Maximum number of allowed absences						
1		1	1	1	1	1	1	1
2		1	1	1	2	2	2	2
3		1	1	2	2	2	3	3
4		1	2	2	3	3	4	4
5		1	2	2	3	4	4	5
6		1	2	3	4	4	5	6
7		1	2	3	4	5	6	7
8		2	3	4	5	6	7	8
9		2	3	4	5	6	8	9
10		2	3	4	6	7	8	10
11		2	3	5	6	8	9	11
12		2	4	5	7	8	10	12
13		2	4	6	7	9	11	13
14		2	4	6	8	10	12	14
15		2	4	6	8	10	12	14
16		3	5	7	9	11	13	15
17		3	5	7	10	12	14	16
18		3	5	8	10	12	15	17

This table is based on the number weeks on a given term and how often a class meets on a per week basis. For example, in a 15-week term such as a 'normal' Fall or Spring semester, in a class that meets MWF (3-times per week), a student would be allowed to miss class 6 times. On the 7th absence he/she must be taken out.

ADDITIONAL POLICIES (COURSE OUTLINE):

Individual instructors and specific programs may have policies and requirements in addition to those listed here. Any additional course information that is particular to a given teacher or program will be included in the Course Outline attached to this syllabus.

Note: The instructor reserves the right to make any necessary changes to the information provided in the syllabus and the course outline during the semester.

GRADUATION:

Commit to graduate. Graduating with an associate degree or certificate will make you more employable and will increase your earning potential for a lifetime. Getting your degree or certificate is your reward for the hard work and dedication you put into your studies at Northwest. Apply to graduate during the term in which you are enrolled in your final courses.

<https://www.northwestms.edu/admissions/graduation>

COURSE EVALUATIONS:

Students are expected to complete their course evaluations by the due date stated in the course evaluation notification email.

STATEMENT OF AUTHORITY:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

ADA STATEMENT:

Students with disabilities are encouraged to notify their instructors of their condition at the beginning of the semester. The college and your instructors will make reasonable accommodations for persons with documented disabilities.

AFFIRMATIVE ACTION:

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.

SAFETY STATEMENT:

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin (www.northwestms.edu/bulletin) or on the Northwest website (http://www.northwestms.edu/index.php/?page_id=989) and in printed form upon request from the Campus Police Office (662-562-3314).