



NORTHWEST FLORIDA STATE COLLEGE

[Click here to enter course number, course title, and credit hours.](#)

[\(Choose a semester\)](#) [\(Choose a year\)](#)

- Professor:
- Office Hours:
- Phone:
- Email:
- Final Exam:
- Web Page:
- Reference Number:
- Campus/Room:
- Class Days:
- Class Times:
- Electronic Resources:

[Course Description](#)

Click here to enter course title, number, credit hours, and description from College Catalog.

[Course Prerequisite](#)

Click here to enter course prerequisites from College Catalog.

[Course Materials](#)

Click here to enter course materials and textbooks.

[Student Learning Outcomes](#)

Click here to copy course objectives and goals from the Department syllabus and enter here. This area should include Student Learning Outcomes as appropriate. See your chair or director for help.

[Grading Procedures](#)

Click here to enter details about tests, homework, or quizzes. Include weighting of grade activities and method for determining final grade.

[Incomplete Grades \(This section may be edited.\)](#)

At the discretion of the instructor, an incomplete grade ("I") may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an "I" grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining

work without attending class. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

[Make-up Work](#)

Click here to enter details about make up work.

[Classroom Conduct](#)

Click here to enter policies on classroom conduct. Delete if not used.

[Class Attendance \(This sample statement may be edited.\)](#)

Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of “FA.” An “FA” grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses. Students traveling for college approved activities will not be penalized academically but will be responsible for missed work.

Select one of the sample additions to this policy if you plan to attach grade penalties to absences. Copy and paste either A, B, or C and delete what you do not use (note that in each instance “may,” not “will” is used, thus giving you some flexibility):

- A. Students are expected to attend all of their scheduled classes, as attendance is one of the strongest predictors of success. Therefore, **X** hours of missed class may result in a penalty of **Y** (a percentage penalty assessed on the final course grade).
- B. This class involves frequent class discussions/lab work/group work; you will neither benefit from these activities nor contribute to the class as a whole if you are frequently absent. Therefore, **X** hours of missed class may result in the penalty of zero points in the participation element of the final course grade.
- C. Because this is a pre-professional program, you are expected to demonstrate the same professionalism in the classroom as you will in your career. Therefore **X** hours of missed class may result in a penalty of **Y** (a percentage penalty assessed on the final course grade).

[Assignments](#)

Click here to enter assignments.

[Program Specific Information \(field experience, clinicals, etc.\)](#)

Click here to enter policies provided by program directors/department chairs regarding field experience, clinicals, etc. here. Delete if not used.

[Optional Space for Instructor](#)

Click here to enter optional instructor guidelines for items such as:

- class policies
- technical difficulties
- additional classroom policies regarding technology.

Delete if not used.

Email – Required Statement. (This statement may be edited. Please include the time in which you respond to emails, either 24 or 48 business hours.)

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

Minimum Technical Skills and Specialized Technology Utilized (Sample statement for online courses. Delete if not used)

This course is totally online. All instructional content and interaction takes place over the Internet. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. In addition, students may need one or more of the following plug-ins:

- [Adobe Acrobat Reader](#)
- [PowerPoint Viewer](#)
- [Windows Media Player](#)
- [QuickTime Player](#)
- [Adobe Flash Player](#)

Desire 2 Learn - Required Statement (This statement may be edited to include other D2L tools used, frequency with which students need to check/log-in, etc.)

Like all NWF State College classes, this class uses Desire 2 Learn (D2L), a platform for online learning. You can access this class's D2L site at [Desire 2 Learn](#), or through RaiderNet. You will find the class syllabus and other resources.

Turnitin – Required Statement (Delete if course does not use Turnitin)

Northwest Florida State College subscribes to **Turnitin**, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to **Turnitin**, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers.

Videos – Required Statement (Delete if course does not require videos)

This course employs lecture capture software to provide you with videos of your instructor's lectures/PowerPoints/notes/demonstrations, etc., and you are required to watch these. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWF State College open lab is available to you. You need only take your own headphones with you.

Social Networking Sites – Required Statement (Delete if course does not use social networking)

This class uses a social networking site to build community and enrich students' overall experience. Participation in this site is optional and not a required element of the class; all

essential course information will be presented in the classroom or online, video, etc., depending on the class (traditional or distance). The instructor takes careful precautions to safeguard students on the Internet; however, as with many Internet interactions, risks still exist. By choosing to participate in the class's social networking site, you accept responsibility for the information you post and assume the risks associated with social networking sites.

Cell Phone/Electronic Devices (This section may be edited.)

Cell phones, pagers, and other such electronic devices must not distract from learning. Courtesy to the professor and other students requires that phones be on vibrate or silent mode during class. No student should initiate conversations, including texts, during class activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action; such devices must be completely out of sight during exams or other assessments. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor.

Emergency College Closure (This sample statement may be edited.)

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other 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 re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Children in the Classroom

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options. (The full "Children on Campus" policy statement appears in the College Catalog.)

Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

Optional Space for Instructor

Click here to enter more information on academic dishonesty; cheating and plagiarism. Delete if not used.

RESOURCES

The [Academic Success Center \(ASC\)](#) is located in the Activities Center (Building 410) on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWF State College students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

[Math Labs](#) are located in the Math Building (300), Room 131, on the Niceville Campus and in Building FW-47, Room 702 on the Fort Walton Beach Campus and Room 131 at the Robert L. F. Sikes Education Center at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via [Desire 2 Learn](#).

[Open Computer Labs](#)

There are numerous open computer labs throughout the NWF State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

[Testing Center](#)

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DAN TES). Make-up exams may be taken in the Testing Center, depending upon instructor policies on late work. General test information concerning tests, testing center locations, and hours may be accessed on the Testing Center website at [Testing Center](#).

[Library, Online Reference Materials, and Resources](#)

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the Learning Resource Center website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

[Assistance for Military and Veterans](#)

Northwest Florida State College supports our military and veterans students. You may contact NWF State College Hurlburt Center Educational Services Building at 850-200-4190 or visit our website at [Support Our Military](#)

Students with Disabilities

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

Instructor Syllabus Template June 2015; Rev. 06/23/2016