## **DOWNLOAD THIS TEMPLATE BEFORE EDITING**

## 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 (Response time and days can be edited.)

Your NWFSC email is the official communication medium of the College. Please check your College email regularly for any class and College notifications. The instructor will respond within 36 hours, Monday through Friday.

## 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://catalog.nwfsc.edu/).

### Course-Level Student Learning Outcomes

Enter course SLOs here.

For General Education Core courses, the Florida Department of Education requires faculty to use the Student Learning Outcomes (SLOs) established by the state. These can be found on the NWFSC administrative syllabus for the course or directly on the SCNS website by clicking on “Find a Course” > “Find a Statewide Course” and then typing in the course information. General Education core course faculty may add additional SLOs beyond the statewide course SLOs, but the statewide course SLOs must be used.

**Reminder**: [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.

### Course Prerequisites

Enter course prerequisites from the College Catalog if applicable.

### Course Materials

Enter course materials and textbooks.

## 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 % |

### Optional Space for Instructor

Include *optional* instructor guidelines for items such as:

* Attendance policies
* Make-up work
* Technical difficulties

## 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 with the corresponding link to the full policy for your review.

|  |  |
| --- | --- |
| **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. This includes the use of generative AI tools. Using genAI in any form to substantially complete an assessment is prohibited, except where explicitly allowed by the instructor.  Any time the instructor suspects there is a violation of Academic Integrity or there is a reported Academic Integrity Incident, the instructor is required to investigate it as outlined in the Academic Integrity section of the handbook (linked to the left). The instructor will provide information to the student about the procedure, the complaint, the findings, and any consequence imposed.  Students 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. All students should adhere to the College calendar. For dual enrolled students, high school holidays may not be College holidays. |
| [**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) | All students should review the Student Rights and Responsibilities section of the Student Handbook to understand their role as a student. |

## Other Important Information

### Technical Skills and Specialized Technology For Online Courses

(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](mailto: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 TurnItIn is used in the course.

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!