

<COURSE TITLE>
<Course section & PS number>
<Semester>

<Instructor name>
<Jefferson Community & Technical College>
<Instructor office location>
<Instructor phone number>
<Instructor e-mail address>
<Instructor office hours>

<KCTCS catalog description>
<Course relationship to college's mission and goals>

Note: current mission and goals can be found at

http://www.jefferson.kctcs.edu/en/About_Us/Our_Mission.aspx

<Student learning outcomes specific to course>

“Upon completion of this course, the student will be able to:”

Note: List all discipline/program learning outcomes specific to this course. At least one learning outcome, as determined by the faculty, must be assessed so that the results can be analyzed and strategies for improvement identified and implemented. See your discipline's AREA COORDINATOR about outcomes that must be included and assessed. Other faculty-specific learning outcomes may be added.

*Note: If this course satisfies a general education requirement in one of the five broad categories into which the statewide competencies are organized (Written and Oral Communication, Quantitative Reasoning, Arts & Humanities, Natural Sciences, or Social and Behavioral Sciences), your list of student learning outcomes specific to the course **must include** one of the competencies listed for your discipline on the list of **Statewide General Education Student Learning Outcomes** document sent by the Provost.*

<State-wide general education student learning outcomes being taught or strengthened in the course (only include the competencies relevant to THIS course)>

“In addition to the course and discipline specific learning outcomes listed above, this course also supports the college's general education goals; upon completion of this course, students will be better able to:

*Note: List all general education student learning outcomes that are introduced or supported by this course. Refer to the “**Statewide General Education Student Learning Outcomes**” document sent by the Provost. Include only those student learning outcomes actually addressed by your course. **DO NOT SIMPLY INSERT THE LIST.***

<Required texts, supplies, materials>

Note 1: If your class requires a student to purchase an access code to MyLabs, etc., state that here. If your course is set up so that students pay for this access on their student bill, be sure to clearly explain that here.

Note 2: include information about editions, and include this statement:

Materials required for online classes can be purchased at the KCTCS Distance Learning Bookstore, at <http://kctcs.bncollege.com/>.

<Required hardware and software>

Note 1: Does this class require access to a computer with reliable internet access? Can the class be completed without issue on either a Windows PC or a Mac? Is a microphone or webcam required? If certain apps are required, keep in mind that this will also require the student to have a mobile device or tablet.

Note 2: Please include this statement or one like it:

Blackboard is the learning management system (LMS) used by KCTCS; it is the site where online courses are accessed. Blackboard is NOT software that you must buy or install to your computer; it is an online website that REQUIRES a reliable internet connection and a computer with an updated web browser. You can always find an updated web link to Blackboard at your home college's website. On the Blackboard log-in page, you'll find a list of supported operating systems (Windows, etc.) and web browsers (Internet Explorer, Firefox, etc.). It is the student's responsibility to have access to this required technology for the duration of the course. Computer labs are available on campus.

<Suggested texts, supplies, materials>

Note: This would include anything that is not required for student completion or success.

<Course requirements>

Note: include specific numbers of tests, quizzes, assignments, projects

<Evaluation and grading criteria>

*Note: explain relationship of requirements to grades that can be **earned** in the course, including method of calculation, any weighting, etc.; include discussion of homework, class participation, extra credit, or anything else that will affect grades; either here or in policy section, include policies on late assignments, missed quizzes or exams, absences, or tardiness in relation to grading. Explain the I grade and the circumstances under which you will award one. Explain your withdrawal policy and list the last date when a student may withdraw without your signature. If you only allow withdrawals after mid-term for specific reasons, list those.*

<Proctored exam requirements and contact information>

Note 1: Are proctored exams required for this online course? If so, you must specify the number. (KCTCS policy: no more than 1 recommended, with a maximum of 2 with justification)

Note 2: Use the following statement and hyperlink, if proctored exams are required for this course:

Proctored exam instructions

Students can schedule any proctored exams at their home college, though this must be done in advance. Local proctoring services can be reached at this web address:

http://www.kctcs.edu/en/Students/LearnByTerm/Proctor_Exams.aspx

Students are responsible for completing proctored exams within the timeframe established by the instructor. This may require students to contact their home college's proctoring center several days or weeks in advance of the selected exam date.

<Policies and other information>

Note: at a minimum, the following must be included: information for students with disabilities, complaint/appeal process, a reference to the Student Code of Conduct which lists student and faculty rights and responsibilities, and—if not covered above—policies on absences and tardiness.

<Special accommodations for students>

Use the following statement and contact information:

Students Needing Special Accommodations:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the disabilities services office on their home campus as soon as possible. Please **DO NOT** request accommodations directly from the professor or instructor. If you require assistance during an emergency evacuation, notify your instructor and the disability services office at your home college. The appropriate contact information for your college's disability services office can be found at http://www.kctcs.edu/en/Students/Disability_Services.aspx.

<Complaint procedure>

Note: your policy should explain that KCTCS students with a complaint are first expected to address it with the instructor. If the complaint cannot be resolved, the student should contact the appropriate department head or program coordinator [give name, phone number, and e-mail]. If the complaint still cannot be resolved, the student should contact the appropriate division chair [give name, phone number, and e-mail]. If the complaint cannot be resolved even at that level, the student should contact the appropriate academic dean or campus director [give name, phone number, and e-mail].

<Student Code of Conduct>

*Note: you should explain the general policy on cheating and plagiarism as well as the consequences that can be leveled for such offenses. **You should definitely include a link to the complete Code of Student Conduct:***

http://www.kctcs.edu/en/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx. You may include additional policies on such things as cell phones, use of computers and calculators, food in the classroom, bringing children to class, leaving class early, and general expectations of behavior.

<Attendance Policy> if not included above

*Note 1: There is no specific attendance policy mandated, but you **must** include one or note that you do not have one in your syllabus. **Please also note that you may NOT drop any student for non-attendance.** Do not list this as a possible consequence of non-attendance. Students may only be dropped for non-payment or as the result of a dean-level disciplinary action.*

Note 2: If you require any synchronous sessions in your online course that will require students to be present at a given time of day, be sure to specify that, even if you do not yet have those dates/times set.

<Attendance Policy for Religious Holidays>

*Note: KCTCS Legal Services advises us that we should 1) provide students an accommodation to attend their holiday observances; however, they can be required to make up the time or examinations missed. 2) **that our syllabi should include a statement indicating that students should make their requests for this accommodation in advance.** Faculty may exercise their own discretion about allowing students who have missed without requesting an accommodation to make up missed times or exams.*

<Other Information>

Note: give students specific location and contact information of additional resources that will help them be successful, e.g., tutoring, Writing Center, learning laboratories, etc.

<Non-discrimination Statement>

Use the following statement:

Jefferson Community and Technical College is an Equal Opportunity institution committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, beliefs, sexual orientation, age, national origin, or physical or mental disability.

<Drop/withdrawal instructions>

Use the following statement:

Drops and withdrawals for this class are subject to the academic calendar of the Jefferson Community and Technical College, regardless of the student's home college. However, to drop or withdraw from an online class, a student must follow the procedures of the home college. Please contact the Records Office at your home college if needing to drop or withdraw. The drop/withdrawal deadlines for this class for this semester are as follows:

100% refund: ____

50% refund: ____

Last date to withdraw without instructor's permission: ____

Last date to withdraw with instructor's permission: ____

Note: indicate to students what the last date is that they can withdraw from your course without your permission; tell them the circumstances under which you would be willing to give permission after that date, and include information telling them that they may drop a course by e-mail by following the instructions given above.

<Support and troubleshooting>

Use the following statement:

Online students should refer to the "Student Support" tab at the top of any Blackboard page to find a number of support resources specifically for online students. These include a general KCTCS Online orientation, Blackboard tutorials and tips for success, instructions for obtaining assistance with technical difficulties, local campus distance learning contacts, etc.