<COURSE TITLE>
<Semester>

<Instructor name>
<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/administration/president/mission.php

<Student learning outcomes specific to course>

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

Note: each learning outcome should contain an action verb and, while this may not be articulated as a part of the syllabus, the faculty member should be able to identify where and when the achievement of each student learning outcome is assessed within the course.

<General education competencies being taught/strengthened in the course (only include the competencies relevant to THIS course)>

"Upon completion of the course, the student will also be able to:"

Note: the KCTCS General Education Competencies are:

I. Communicate Effectively
1. Read and listen with comprehension.
2. Speak and write clearly using standard English.
3. Interact cooperatively with others using both verbal and non-verbal means.
4. Demonstrate information processing through basic computer skills.

II. Think Critically
1. Make connections in learning across the disciplines and draw logical conclusions.
2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
3. Use mathematics to organize, analyze, and synthesize data to solve a problem.

III. Learn Independently
1. Use appropriate search strategies and resources to find, evaluate, and use information.
2. Make choices based upon awareness of ethics and differing perspectives/ideas.
3. Apply learning in academic, personal, and public situations.
4. Think creatively to develop new ideas, processes, or products.

IV. Examine Relationships in Diverse and Complex Environments
1. Recognize the relationship of the individual to human heritage and culture.
2. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
3. Develop an awareness of self as an individual member of a multicultural global community.

Note: not all general education competencies are taught or strengthened in every course. However, virtually all courses—whether they are in the general education core or not—contribute to the development of at least some of the students' general education competencies. These should be listed.

<Required texts, supplies, materials>

<Suggested texts, supplies, materials>

Note: include information about editions

<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. Please remind students that, if they are on financial aid, they must attend through at least 60% of the semester or they will owe all money received both back to the federal government and JCTC.*

<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 then include all the contact information or just that specific to your location:

Students Needing Special Accommodations:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Access*Ability Resource Center (ARC) on the appropriate 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 ARC.

<u>Downtown, Technical, and Carrollton Campuses</u>

Terri Martin—**Director**
Downtown Campus
VTI—Rm 111
(502) 213-2375
terrif.martin@kctcs.edu

<u>Southwest, Shelby, and Bullitt County Campuses</u>

Nancy Birkla—Disability Resource Manager
Southwest Campus
Student Community Building—Rm 103
(502) 213-7120

nancy.birkla@kctcs.edu

Students with Hearing Loss or Deafness

Students in need of accommodations related to a hearing loss **or deafness** should register with the **Deaf & Hard of Hearing Services (DHHS)** office **within the ARC** on the downtown campus. Services include interpreting, note taking, and provision of ALD devices. Contact

Venetia Lacy, Interpreter and Coordinator of DHHS
(502) 213-4218
venetia.lacy@kctcs.edu

<Complaint procedure>

Note: your policy should explain that JCTC 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/student/code.htm*.**
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: 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.*

<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:

KCTCS is an equal opportunity employer and education institution.