

## Class Syllabus

<INSERT CLASS NAME>

**Catalog #** Get from Transcribed Credit Menu or Blackboard & **Class #** Get from Blackboard

**Starts:** Month/Day/Year **Ends:** Month/Day/Year

### INSTRUCTOR INFORMATION

**Instructor/HighSchool Office Telephone Email Instructor Availability** Your Name & High School  
Your Office Number  
Your Office/Work Number  
Your School Email  
This could be listed as specific hours, virtual hours or by appointment

### CLASS INFORMATION

**Class Schedule:**

This class meets on the following days/times:

Enter days of the week and times the class meets weekly into the chart below. This table may be helpful for those classes with a non-standard weekly meeting times. Use as applicable and modify as needed to best inform students.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**Course Description:** This course provides the opportunity for the learner to develop the knowledge, skills, process and understanding of ... use the official course description provided to you by the NWTC Instructor(s).

**Credits:** Enter the official credit value as it appears on the transcribed credit course menu

**Pre-requisites:** If the course has pre-requisites at your school or NWTC list them here. If there are NWTC course prerequisites that must be met.

**Textbook:** This MUST match the textbook that the NWTC instructors utilize or an agreed upon alternative approved by NWTC faculty.

**Supplies/Technology:** Include required supplies. State NONE if none are required.

**Course Competencies:** These MUST match with the competencies that the NWTC faculty utilize; you can add additional competencies if you need to, however, those would be in addition to the NWTC provided competencies

**Employability Skills:** In addition to specific job-related training, NWTC has identified transferrable employability skills reaching beyond the context of a specific course. These are:

NWTC's TRANSFERABLE EMPLOYABILITY SKILLS
1. Communicate Effectively
2. Work Cooperatively and Professionally
3. Think Critically and Creatively
4. Solve Problems Effectively
5. Value Individual Differences and Abilities
6. Demonstrate Personal Accountability
7. Demonstrate Community and Global Accountability

## NWTC ALL-COLLEGE POLICIES

These policies are in effect for all classes at NWTC.

Please refer to the [NWTC Student Handbook](#) for a full explanation of all NWTC student-related policies, definitions, and related consequences. To raise your awareness and understanding of the expectations of higher learning, we invite you to specifically review the policies outlined below:

### Rights & Responsibilities:

- [Student Code of Conduct](#)
- [Academic Integrity \(includes Plagiarism, cheating and collusion\)](#)
- [Affirmative Action/Equal Opportunity Statement](#)
- [Assessments](#)
- [Copyright Notice](#)
- Title IX as it relates to:
  - [Pregnancy](#)
  - [Sexual Misconduct](#)
- [Withdrawal from a Class or Program](#)
- [Student Academic Grievance](#)
- [Accommodation for Religious Beliefs](#)
- [Web Privacy Policy](#)

### Student's Right to Know:

- [Alcohol and Drug Abuse Prevention](#)
- **Discrimination and Harassment Prevention:** NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs is prohibited. For questions or concerns, contact the Director of Diversity & Inclusion/Title IX Coordinator @ [mohammed.bey@nwtc.edu](mailto:mohammed.bey@nwtc.edu) or by phone @ (920) 498-6826.
- **Disability Act Statement:** NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Disability Services for more information regarding the support services available to you, call 920-498-6904.

### Instructor Responsibilities:

As a NWTC instructor, I am expected to:

- Maintain a professional, safe learning environment while adhering to the policies of the college.
- Provide open and frequent communication with students regarding their progress in this class.
- Reply to communications within 48 business hours.
- Grade assignments and post scores in Blackboard regularly.
- Provide feedback to guide learners toward improvement of their coursework.
- Post information about assignments in Blackboard Class Materials and Grade Center.

### Student Responsibilities:

As a NWTC student, you are expected to:

- Follow the policies of the College as outlined by the Student Handbook and of the Instructor as outlined in the course syllabus.
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- Acceptable means of communication include in-person, e-mail, voicemail or through online discussion forums.
- Make an honest attempt to use correct English grammar and punctuation in all written communications.
- Follow the due dates established by your instructor.
- Follow the duties set forth in this class and communicate any questions, comments or concerns to your instructor.

### Academic Coaching at NWTC:

Academic Coaching is available for most courses at NWTC. Check us out at [www.nwtc.edu/academiccoaching](http://www.nwtc.edu/academiccoaching) for more information.

## DEPARTMENT & CLASS SPECIFIC POLICIES

If your department or course has specific policies for the areas identified below, include them here.

### Appropriate Use of Technology:

Include a statement on use of Social Media, cell phones, and other electronic devices. Students are expected to respect others' views and display common courtesy when posting their views to online discussions. It is important that everyone understands how to use online course tools and etiquette in a way where ALL students feel safe and supported.

### Syllabus Changes:

Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues. Students will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office.

**Attendance and Participation:** Please insert student attendance and/or participation requirements/expectations.

### Grading Policy:

The grading policy should match that of the NWTC faculty and address a minimum of the following. Consequence of late work, make-up work (Is it allowed?), consequence of make-up work on grade, extra credit, etc.

**Grading Scale:** The grading policy should match that of the NWTC faculty and address a minimum of the following. Consequence of late work, make-up work (Is it allowed?), consequence of make-up work on grade, extra credit, etc.

This should be a scale of points possible and/or weighting of points that equate to a grade and which identifies what grades are acceptable for successful completion of the class. The college's expectation is that there must be a standard scale for grading for every offering of a catalog number, regardless of instructor, location or delivery mode. Consult your department/team/ program for an appropriate scale. Adjust the chart below to reflect what is true for this course

Assignments and Assessments	Point Per Activity	# of Activities	Total Points Possible
Total Points Possible			

Scale	Grade
	A
	B
	C*
	D
	F

\* C is the minimum passing grade for this class.

For transcribed credit, students may earn dual credit at the high school and college level but must earn a "C" or better for their transcribed credit course to become part of their official college transcript record. All grades earned that are lower than a "C" will be reflected as an "AU" or audit grade on the NWTC transcript. "AU" grades will not transfer to other institutions and will not count toward NWTC credentials.