

**Northeast Wisconsin Technical College**  
*Land Acknowledgement Statement*

The region served by NWTC **occupies the ancestral home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day. The College's Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation**. We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations as are the **lands of all First Nations People**.

See more detail at <https://tinyurl.com/244wh3xf>



## 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

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### INSTRUCTOR INFORMATION

<b>Instructor/High School Office Telephone Email Instructor Availability</b>	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
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### 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/Co-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.

This syllabus is a learning contract between you and your instructor. In addition to your syllabus, there are policies and procedures listed in the NWTC Student Handbook that all students must uphold. Please refer to the [NWTC Student Handbook \(2021-2022 will be available the end of May\)](#) to raise your awareness and understanding of the College's expectations.

In addition, the [Dual Credit Student Handbook](#) will provide support and answer specific questions in relation to dual credit.

### Rights & Responsibilities:

- [Academic Integrity \(includes Plagiarism, cheating and collusion\)](#)
- [Student Academic Grievance](#)
- **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 Mohammed Bey, Chief Diversity Officer, by email at [mohammed.bey@nwtc.edu](mailto:mohammed.bey@nwtc.edu) or by phone at (920) 498-6826.
- **Disability Act Statement:** NWTC is committed to creating a learning environment that meets the needs of its diverse student body. If you have a disability or an IEP, please reach out to your Special Education teacher and/or your counselor to determine what accommodations are available for this class.

### 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 learners 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 Learning Plans and Grade Center.

### Academic Coaching at NWTC:

Academic Coaching may be available for this course at NWTC. Check us out at [www.nwtc.edu/academiccoaching](http://www.nwtc.edu/academiccoaching) for more information.

## CLASS SPECIFIC POLICIES

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

### Attendance and Participation:

Class participation is required in both in-person sessions and online components in Blackboard or another High School Learning Management tool utilized.

Estimated number of hours required to be successful in this class, (class hours AND outside hours for homework, readings, etc.) \_\_\_\_\_ total hours.

Include a statement that addresses Instructor-level expectations for attendance and participation of students in this class. Include expectations of students in the event that the class is cancelled for any reason (i.e. instructor illness/weather cancellation). If you want to add your thoughts on plagiarism, cheating and collusion, please do so here. Please include information on rules for class participation that support learning and create a sense of belonging.

**Technology Skills & Assistance:**

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.

Please include information on the digital literacy required. (examples include, but not limited to sending emails, completing class assignments using specific software (Word, Excel, annotating pdf, etc.) Consider adding information about Blackboard if you use with learners.

**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. Add to the statement above as needed to capture Instructor-level expectations for making syllabus changes.

**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:**

This should be a scale of percentages that equate to a grade and which identifies what grades are acceptable for successful completion of the class. Listing points possible and/or weighting of points information is optional. 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 NWTC Faculty Mentor or course syllabus for an appropriate scale. Adjust the chart below to reflect what is true for this course.

Points	Percentage	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.

**Course Calendar:**

The course calendar is a chronological list of assignments, assessments and other activities required for successful completion of this class. The content in the course calendar will be driven by departments and program teams.

Following are two examples of the Course Calendar/Checklist you may choose to use to communicate with your students. If you have a calendar that better meets your students' needs for this course, you are welcome to use it so long as it is provided as part of the Syllabus. The level of detail will vary from class to class depending on department policies and most importantly, the needs of your students. A course calendar is required in your Syllabus and should include all of the following:

- ✓ Required points, activities, assessments
- ✓ Aligned course competencies\*
- ✓ Employability skills that are assessed in the course\*
- ✓ You must communicate due dates and deadlines to students

<b>COURSE CALENDAR CHECKLIST: Course Name</b>					
Learning Path in Blackboard > CLASS MATERIALS > Learning Plans					
BLACKBOARD Learning Plan	ASSIGNMENTS, ACTIVITIES, AND ASSESSMENTS	COMPETENCIES	EMPLOYABILITY SKILLS	DUE DATE	POINTS
<b>1</b>	Check Box When Submitted				LP TOTAL POINTS = X
<b>Name of Learning Plan</b>	<input type="checkbox"/> Activity #1: Name				
	<input type="checkbox"/> Activity #2: Name				
	<input type="checkbox"/> Assignment #1: Name				
	<input type="checkbox"/> Discussion Board: Name				
	<input type="checkbox"/> Assignment #2: Name				
<b>2</b>	Check Box When Submitted				LP TOTAL POINTS = X
<b>Name of Learning Plan</b>	<input type="checkbox"/> Activity #1: Name				
	<input type="checkbox"/> Activity #2: Name				
	<input type="checkbox"/> Assignment #1: Name				
	<input type="checkbox"/> Discussion Board: Name				
	<input type="checkbox"/> Assignment #2: Name				

*Copy and paste as many additional learning plan sections as needed for this course.  
End with the total row below.*

<b>TOTAL OF ALL LEARNING PLANS</b>	<b>000</b>
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*Another example of a Course Calendar*

<b>Learning Plan</b>	<b>Assessments/Activities (Points)</b>	<b>Competencies Assessed</b>	<b>Employability Skills Assessed</b>	<b>Due Date</b>
1: Name of Learning Plan	Assessment 1	1	3	6/13/21
	Assessment 2	2	4	6/20/21

- It is always a good idea to share links to resources in more than one location. In addition to the links in this syllabus, it is suggested that resource links be added to Blackboard class navigation, if Blackboard is used with students.
- Consider including language that creates a sense of belonging for your students in the Syllabus and throughout the Blackboard shell.