Course Prefix: Course Title

Fall 2024

|  |  |
| --- | --- |
| Meeting Day(s) |  |
| Time |  | Location |  |

# Instructor Information

|  |  |
| --- | --- |
| Instructor Name |  |
| Office Location |  |
| Office Hours |  |
| Office Phone | (870) 248-4000, ext. xxxx  |
| Email |  |

Course Prerequisites

Insert any course prerequisites as listed in the Catalog. If none, please state.

ACTS Course Description

Insert course description from the ACTS.

BRTC Course Description

Insert course description from the Catalog.

Program Learning Outcomes

Insert all institutionally-approved program learning outcomes. If the course is part of the general education curriculum, list the general education learning outcomes.

ACTS Course Learning Outcomes

Insert course outcomes from the ACTS.

BRTC Course Learning Outcomes

* Upon com Insert all institutionally-approved course learning outcomes. (Additional outcomes may be added, but they must follow the list of the universally-adopted course outcomes.)

# Textbook and Materials

## Text

Author Last Name, First Name. (Publication Date). *Textbook Title*, Edition.

**OR**

Author *Text Title* Edition Publication Date

## Additional Course Materials

# Course Activities and Assignments

Insert a description of course activities and assignments. For example:

## Pre-Labs

Before each lab, a pre-lab assignment will be assigned based on the reading of the lab handout. Each pre-lab is due before the lab. Pre-labs must be typed.

## Quizzes and Exams

One quiz will be given that covers lab equipment and lab safety. At the conclusion of the semester an overall lab final will be given covering lab equipment, lab safety, calculations of lab results and lab techniques.

## Notebook

A composition notebook must be kept to record scientific equipment, methods and results.

## Lab Reports

A formal lab report will be assigned for certain labs and must be submitted to Moodle and brought to class one week after the completion of the selected lab.

## Weight of Grades and Grading Scale

| Assessment | Weights |
| --- | --- |
| Pre-Labs |  |
| Quizzes and Exams |  |
| Notebook |  |
| Lab Reports |  |
| Total | 100% |

(NOTE: Only include the above table if weighted grades are used in a course.)

## Grading Scale

| Percentage | Letter Grade |
| --- | --- |
| 90.00 – 100.00% | A |
| 80.00 – 89.99% | B |
| 70.00 – 79.99% | C |
| 60.00 – 69.99% | D |
| 59.99% or lower | F |

## Approximate Grading Turnaround Time

Insert the instructor’s policy for grading turnaround time. For example:

Discussion forums will typically be graded within the first two days of the forum closing, but no later than a week after it closes. The turnaround time for papers is roughly two weeks, unless otherwise stated. Quiz grades will be immediately available on Moodle.

# Policies

## Academic Integrity

Insert the instructor’s personal policy AND reference to BRTC’s policy on academic integrity. For example:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Please take time to make yourself aware of what constitutes plagiarism and how to avoid it. For example, copying/pasting information from internet sources without giving credit to the source of the information is plagiarism and will be treated as such. In addition to other possible disciplinary sanctions that may be imposed through institutional procedures as a result of academic misconduct, instructors reserve the right to assign an “F” for the assignments/quizzes or to assign an “F” for the course. Students who are suspected of academic dishonesty will also be referred to the Registrar for further review, and this referral will become a part of the student’s permanent BRTC record.

BRTC’s Academic Integrity Policy can be reviewed through the following website: <http://www.blackrivertech.org/prospective-students/admission-registration-enrollment/orientation/avoiding-plagiarism>. In addition, another helpful resource for promoting the understanding of plagiarism (and how to avoid it) can be found at the following website: [www.plagiarism.org](http://www.plagiarism.org). Please be aware that plagiarism-detecting software will be used in this course.

## Support Services and Policies

This link, <https://mybrtc.blackrivertech.org/student-support/Pages/default.aspx>, directs students to important links for student support services and policies like Moodle support, technical support, attendance policies, tutoring services, etc. Students are required to login to their portal account to access these items.

## Communication Policy

Insert the instructor’s communication policy.

## Attendance Policy

Insert the instructor’s attendance policy:

## Make-Up and Late Work Policy

Insert the instructor’s policy on the acceptance of make-up and late work.

# Course Outline

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Topic | Assignments | Learning Outcomes |
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# Important Dates

## Fall 2024 August 19 – December 20

|  |  |
| --- | --- |
| Faculty Report Back | Aug 12 (M) |
| Classes Begin (16-wk, 1st 8wk) | Aug 19 (M) |
| Last Day to Add a Class(es) | Aug 21 (W) |
| Labor Day Holiday *(Campus Closed)* | Sept 2 (M) |
| Last Day to drop (1st 8-wk) | Oct 3 (R) |
| Mid Term Exams | Oct 7-13 (M-Su) |
| Intent to Graduate Form Due | Oct 7 (M) |
| 1st 8 wk Finals  | Oct 9-13 (W-Su) |
| Last Day to Add online 2nd 8-wk Class | Oct 11 (F) |
| 2nd 8-wk Classes Begin | Oct 14 (M) |
| Last Day to Add traditional 2nd 8-wk Class | Oct 14 (M) |
| Registration for returning students | Nov 11 (M) |
| Last Day to Drop a Class | Nov 15 (F) |
| Thanksgiving Holiday  | Nov 25-29 (M-F) |
| Last Day to Drop 2nd 8-wk Class | Dec 5 (T) |
| Final Exams | Dec 10-16 (T-M) |
| Grades Due | Dec 17 (T) |
| Commencement  | Dec 19 (R) |

# Disclaimer

This syllabus is intended as a guide for the course and is subject to changes as situations warrant at the discretion of the instructor. The instructor will notify students verbally and/or electronically of changes.

Revised 5/23/2024