**Roane State Community College**

**Division of …………..**

**Course Rubric**

**Course Name**

**SYLLABUS TEMPLATE(REQUIRED MINIMAL INFORMATION)**

**COURSE INFORMATION**

* ***Course Type:***
* **Day and Time:**
* **Credit Hours:**
* ***Course objectives :***
* ***Learning outcomes:***
* ***Prerequisites for the course:***
* **Course Topics:**
* **Specific Course Requirements:**
* **Other1:**

**TEXTBOOKS AND SUPPLEMENTARY MATERIALS**

* ***Textbook:***
* ***Supplementary Materials:***
* ***Other[[1]](#footnote-1):***

|  |
| --- |
| **INSTRUCTOR INFORMATION** |
| * **Name:**
* **Office:**
* **Office Hours:**
* **Phone:**
* **Email:**
* **Other1:**
 |

**GRADING PROCEDURE AND GRADING SCALE**

* **Assignments and Evaluations:**
* **Grading procedure:**
* **Grading scale:**
* **Other*1*:**

**PLAGIARISM AND ACADEMIC INTEGRITY**

* Academic Misconduct includes, but is not limited to, **Plagiarism**, **Cheating**, **Fabrication** and **Facilitation**.   Academic misconduct is prohibited.  Upon identification of misconduct, an instructor has the authority to assign an “F” or a zero for the exercise, the examination, or the entire course. Students guilty of academic misconduct that would typically result in the grade of “F” for the course will not be permitted to drop the class in which the academic misconduct occurred.  The instructor will contact the appropriate Division Dean who will then contact Records and request that an administrative hold be placed on the course in question.  The instructor will notify the student of the appropriate due process/appeal procedure.  The administrative hold will remain in place until the academic misconduct matter is concluded.

**STUDENTS WITH DISABILITIES**

* Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services office staff. Prior to granting disability accommodations in the course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services office staff. It is the student's responsibility to initiate contact with the disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

**TECHNICAL SUPPORT AND ADDITIONAL STUDENT RESOURSES**

* **CTAT/Help Desk:**
* **Other*[[2]](#footnote-2):***

**SYLLABUS CHANGES**

* The Instructor reserves the right to make changes to the syllabus as long as the students are notified.

**OPTIONAL ITEMS(TO BE ADDED BY INDIVIDUAL FACULTY MEMBERS)**

1. **Other is optional** [↑](#footnote-ref-1)
2. **Includes Library, Counseling, and Learning Center.** [↑](#footnote-ref-2)