**Roane State Community College**

**Division of …………..**

**Course Rubric**

**Course Name**

**SYLLABUS TEMPLATE(REQUIRED MINIMAL INFORMATION)**

**COURSE INFORMATION**

* ***Course Type:*** Face to Face, Online, or Hybrid.
* **Day and Time:** Day and Time are listed.
* **Credit Hours:** Specifies the number of credit hours.
* ***Course Objectives:*** A brief statement describing the nature of the course, what the student can expect to learn, and an overview of course activities such as teamwork, group projects, student web pages, etc.
* ***Learning Outcomes:*** Outcomes specify what students will know or be able to do as a result of a learning activity. Outcomes are usually expressed as knowledge, skills, or attitudes.
* ***Prerequisites for the course:*** A list of all course prerequisites with a statement of why the prerequisites are deemed necessary.
* **Course Topics:** A suggested sequence of course topics, perhaps noting that students should complete certain core modules prior to moving to elective or more advanced modules.
* **Specific Course Requirements:** A description of any special course requirements, such as knowledge of specific software, and why it is necessary for successful completion of the course.
* **Other1:**

**TEXTBOOKS AND SUPPLEMENTARY MATERIALS**

* ***Textbook:*** A list of textbooks with the author, title, publisher, edition, date, and ISBN number.
* ***Supplementary Materials:*** A list of other published material the student is required to purchase for the course including lab manuals, software, etc.
* ***Other[[1]](#footnote-1):***

|  |
| --- |
| **INSTRUCTOR INFORMATION** |
| * **Name:** Instructor’s Name * **Office:** Campus, Building and Office Number. * **Office Hours:** detailed office hours. * **Phone:** office phone number or other. * **Email:** RSCC’s email. * **Other1:** |

**GRADING PROCEDURE AND GRADING SCALE**

* **Assignments and Evaluations:** A sequenced list of assignments and tests/quizzes arranged by course section or module with due dates if applicable.
* **Grading procedure:** A detailed statement of how grades are related to or reflective of the learning outcomes.
* **Grading scale:** The scale is used to translate point values into letter grades when calculating your final grade.
* **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:** If you are having problems logging into your course on Momentum, timing out of your course, using your course web site tools please call **CTAT** at 865-882-4556, M-F, 9-5 EST. For all other technical problems call **Help Desk** at: 865-3543000 Ext 4357.
* **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)