# ROANE STATE COMMUNITY COLLEGE

## Division of ….

## Course Number & Name

## Syllabus for Current Term

### INSTRUCTOR INFORMATION

Name:

Office:

Office Hours:

Phone:

Email:

Other:

### Course INFORMATION

Course Type:

Day and Time:

Course Catalog Description: (Includes credit hours, prerequisites, co-requisites)

[Section below will be included only for courses which fill a general education requirement. The most current TBR Learning Outcomes for each General Education category can be found on the [TBR General Education Learning Outcomes Website](https://www.tbr.edu/sites/default/files/media/2018/06/General%20Education%20Learning%20Outcomes%202018-19.pdf) (https://www.tbr.edu/sites/default/files/media/2018/06/General%20Education%20Learning%20Outcomes%202018-19.pdf)

This course fulfills a TBR General Education requirement for [category] by meeting [all or at least #] of the following Learning Outcomes. Students will demonstrate the ability to:

* Type your text here.

Specific Course Learning Outcomes/Objectives:

The student who completes this course will be able to:

* Type your text here.

Other:

### course materials

Textbook:

Supplementary Materials:

Other:

### GRADING PROCEDURE

Assignments and Evaluations:

Grading Scale:

Other:

### 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 found 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 with 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.

### SYLLABUS CHANGES

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

### TITLE IX COORDINATOR: PREVENTING SEXUAL DISCRIMINATION AND HARASSMENT

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Title IX covers discrimination in programs, admissions, activities, faculty-to-student sexual harassment, and student-to-student sexual harassment. RSCC’s policy against sexual harassment extends not only to employees of the college, but to students as well. If unlawful sexual harassment or gender-based discrimination is encountered, please bring this to the attention of the class professor, or contact Lisa Steffensen, Title IX Coordinator, at (865) 354-3000 ext. 4540 or email at [steffensenl@roanestate.edu](mailto:steffensenl@roanestate.edu). Request a counseling appointment here"([https://www.roanestate.edu/?12592-Talk-with-an-RSCC-Counselor](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.roanestate.edu%2F%3F12592-Talk-with-an-RSCC-Counselor&data=05%7C01%7Cinscoam%40roanestate.edu%7C6f79c57916a143143da408db2c8316e3%7C07d5b34177644b4b8b28525b6651fbd3%7C1%7C0%7C638152713751636379%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EjOmbMCV1gvZhms4Nsnqrr2XSuMYwH6qu3fqyQp2dvc%3D&reserved=0)).

### POLICE DEPARTMENT: Emergency situation response

To assist in preserving your personal safety, the Roane State Police Department recommends that you view the [Run Hide Fight video](http://www.roanestate.edu/?10249-Options-to-Survive-an-Active-Shooter-on-Campus-Run-Hide-Fight) (http://www.roanestate.edu/?10249-Options-to-Survive-an-Active-Shooter-on-Campus-Run-Hide-Fight) that is taught to the members of RSCC Faculty and Staff. If after viewing this video you have any questions please contact any member of the [Police Department](http://www.roanestate.edu/?6826-Police-Department) (<http://www.roanestate.edu/?6826-Police-Department>). Additional information for your safety can be found online at [Be Safe (Website)](http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State) (http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State)

This template sets forth the ***minimum*** standard for information to be included in every course syllabus. Each instructor may include other information as desired including, but not limited to, the following Roane State Student Resources:

### COUNSELING CENTER: SUICIDE PREVENTION

Roane State offers Counseling Services free of charge to all students. Appointments are available in person, over the phone, or via Zoom. Contact Jeff Snell at [snellja@roanestate.edu](mailto:snellja@roanestate.edu) to set up an appointment.

Recognizing the warning signs of suicide and taking the necessary steps, may help save a life. Suicide warning signs and more information is located on the [Tennessee Suicide Prevention Network](https://www.tspn.org/) website and on the [Roane State Counseling](https://www.roanestate.edu/?5490-Counseling-Services) website. For immediate help 24 hours a day, please contact the Tennessee Statewide Crisis Line at 855-CRISIS-1 (855-274-7471), the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255), text TN to The Crisis Text Line at 741741, or dial 911.

**If someone you know is suicidal, seek professional assistance immediately.**

### DEAN OF STUDENTS: BASIC NEEDS SECURITY

We learn as whole people. To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you’re having trouble with any of those things, please check out the resources available at [Student Basic Needs](https://www.roanestate.edu/?12559-Student-Basic-Needs) (https://www.roanestate.edu/?12559-Student-Basic-Needs) or email [*need@roanestate.edu*](mailto:need@roanestate.edu). Together we can work to make sure those needs are met.

### LIBRARY SERVICES

Roane State Libraries work with students in every discipline to assist with research needs. Librarians can help you find the books, articles, videos, databases, and websites needed to support your academic success. The library website contains electronic resources, such as eBooks, eJournals, online videos, research guides and tutorials, to support students wherever and whenever they need to learn.

Roane State has three libraries at the Harriman, Oak Ridge, and Scott campuses. Print books, graphing calculators, and DVDs from these libraries can be sent to any RSCC campus by request. Study spaces, computers, and printing are available for use at all three library locations. Visit the Library website: https://library.roanestate.edu

### LEARNING CENTER

Roane State’s Learning Centers are a resource for extra help understanding assignments and course content. The Learning Centers offer tutoring in many subjects. For more information, visit the learning center website: [Learning Center (Website)](http://www.roanestate.edu/?6143-Learning-Center) (http://www.roanestate.edu/?6143-Learning-Center)

### TECHNICAL SUPPORT

**CTAT:** 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.

**Help Desk:** For all other technical problems call Help Desk at (865) 354-3000 Ext 4357. On campus dial 4357 from any phone to be connected directly to the Help Desk.

### Honors Program

This course may be taken for Honors credit. If you are interested in the Honors Program, or in receiving Honors Credit for this class, please talk to the instructor. See the following Honors Program webpage for more information: [Roane State Community College Honors Program (Website)](http://www.roanestate.edu/?5873-Honors-Program.) (<http://www.roanestate.edu/?5873-Honors-Program>)**.**

### FOUNDATION

Visit [www.roanestate.edu/foundationscholarships](http://www.roanestate.edu/foundationscholarships) to see how to apply for Roane State Foundation scholarships.  The primary application typically opens online March through May each year, but students are encouraged to consult their Success Coach or Advisor, or email [need@roanestate.edu](mailto:need@roanestate.edu) with any need throughout the academic year.

### REMOTE TEST PROCTORING

Some, or all, tests, quizzes, or other graded activities required in this class will be offered in a remote testing environment. As part of a test proctoring protocol designed to help ensure the integrity of each student’s testing environment, a student may be asked to conduct a video room scan of the location from which they are taking the test. By choosing to enroll in this section of \_\_\_\_\_\_\_\_\_\_ (Course name/number), registered students consent to the scan as a condition of participating in the class and taking any test. Students who choose to not facilitate a video scan of their testing environment as directed, will not be able to take the test and may receive a failing grade for that test. Students that do not want to permit a video scan of their testing environment prior to any test should consider selecting another section of the course that permits live on ground testing in a classroom or in the College’s testing center.