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| --- | --- |
| Course Name Syllabus |  |

## Course Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number and Section | Credits | Hours | Semester | Year |
| ##-###-### | Choose an item. | ## | Choose an item. | Choose an item. |

|  |  |
| --- | --- |
| Mode of Delivery: | <Face-to-Face, Online, Blended, Hybrid, Clinical, Field, Lab, Etc.> |
| Meeting Times and Location: | <general meeting dates, times, and location> |
| Start Date/End Date: | Click or tap to enter a start date. through Click or tap to enter an end date. |
| Type of Instruction: | <lecture, lab, clinical, Etc.> |
| Course Description: | <from PeopleSoft> |
| Pre/Corequisites: | <if no prerequisites, simply denote as “N/A” or “None”> |
| Textbook(s): | <denote required versus optional.> \*(*include ISBN#, correct title, author(s), Publisher, edition and date)* |
| Learner Supplies: | <denote required versus optional.> \**(if applicable)* *Example: Lab Supplies, clinical attire, Internet access, flash drive, etc.* |
| Technology Requirements: | <denote required versus optional.> *\*(if applicable: Internet, Canvas, Microsoft Office, etc.)* |

## Instructor Information

|  |  |  |
| --- | --- | --- |
| Name | Email | Phone Number |
| Xxxxx | [xxxxx@ntc.edu](mailto:xxxxx@ntc.edu) | (###) ###-#### |

|  |  |
| --- | --- |
| Preferred Communication Method: | (email, Slack, Remind) |
| Expectations for Response Time: | Your instructor will attempt to respond to your communications and inquiries within ## days/hours. |
| Starfish: | (tell your class how you’re using Starfish) |
| Office Hours/Student Connect Time: | <days and times and location> |

## What you will learn in this Course

## Course Competencies

Once completed with this course, you should be able to:

* <from WIDS/Course Outcome Summary>

**Course Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Module** | **Competencies/Learning Objectives** | **Learning Activities** | **Assignments/Quizzes** |
| Week 1/Module 1 |  | View the video (*Plan, Prepare, React*) located within the Canvas course. |  |
| Week 2 *(etc.)* |  |  |  |

### Student Effort

In order to successfully meet the requirements of this course, you should expect to invest approximately xx hours of outside effort for every xx hour of instruction.

OR Online: You can expect to dedicate xx hours to successfully meet the requirements of this course.

### Grading Expectations

<Include a statement indicating what students can expect from YOU regarding turn-around time for grading assignments/tests. Include your expectations of them about when assignments are due (especially online).> (Students should typically receive instructor feedback on assessed activities submitted for grading within ## days/hours of the respective assessment’s due date. Such feedback may be delayed in the case of unique or unforeseen circumstances or when denoted as such within the specific assessed activity.)

### Grading Scale

**Grading Scale 3**

|  |  |
| --- | --- |
| Grade | % needed to achieve grade |
| A | 94-100 |
| A- | 92-93 |
| B+ | 88-91 |
| B | 84-87 |
| B- | 82-83 |
| C+ | 81 |
| C | 80 |
| D | 65-79 |
| F | 64 and below |

### Grades are rounded to the whole number. For example: 88.47 will be graded in Canvas as 88%

**88.59 will be graded in Canvas as 89%**

### Assessment Information

This course is a performance-based course, designed for your success.  Learning modules will be studied over the course of the semester.  Each module will have assessment activities or Performance Assessment Tasks (PATs) which will evaluate your performance of the course competencies.  Your grade will be based on you being able to demonstrate all course competencies. Final course grades can be viewed by going to www.ntc.edu, clicking on Student Portal/myNTC and following the instructions listed.

<Include a list and description of items or categories which contribute to the student's overall grade. (for example: participation, PATs, tests/quizzes or daily assignments) Include % values for weighted grades or point value ranges per category for the total points method. >

<Include information about PATs for the course. Include a statement regarding what happens if the student doesn't meet the PAT/assessment expectations.>

### Attendance

As your instructor, I will make reasonable allowances for personal illness, legitimate absences which accommodate the Americans with Disabilities Act (ADA) and absences for sincerely held religious beliefs. Whenever possible, please contact me prior to an absence to make arrangements for missed course work. Unexcused or excessive absences, however, will have a negative impact on your success in this course.

### Late Work

<Per faculty. List if applicable. Otherwise, denote as “None” or “N/A.”>

## Campus Closures Due to Weather and other Emergencies

In the event the campus is closed, students should check Canvas for updates and announcements from their instructor.

### Personal Electronic Device Use

<Per faculty. List if applicable. Otherwise, denote as “None” or “N/A.”>

## Program Outcomes

In this course you will develop knowledge and skills in support of the following Program Outcomes:

## <List program outcomes>

## Soft Skill(s)

Northcentral Technical College strives to help students reach their full academic and career potential. Seven Soft skills are purposefully integrated into campus activities and coursework. In this course, we will focus on the following Soft Skills(s):

*<\*Use the following list to identify the Soft Skills for this course. >*

*Communicate Effectively Act Responsibly Work Productively*

*Work Cooperatively Demonstrate Integrity Think Critically and Creatively*

*Develop Global Awareness*

## NTC Student Handbook

Northcentral Technical College has numerous resources available to help you achieve your academic and career goals. For additional information, visit: <https://www.ntc.edu/students/handbook>.

## Course Revisions

In this syllabus, I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.