1011 Page Street ▪ Troy, NC 27371 ▪ Phone: 910-898-9600 ▪ Website: www.montgomery.edu

Semester Year (e.g., Fall 2021) Course Syllabus

COURSE INFORMATION

ABC 101: Course Title

Class Hours:	Lab Hours:	Work Exp./Clinical Hours:	Credit Hours:
Prerequisite(s):		Corequisite(s):	

COURSE DESCRIPTION

Double click the footer at the bottom of this page to edit the last revised date. Use prerequisites and corequisites from the MCC Catalog. Enter course description here. Copy it from the NCCCS Combined Course Library. Click on "Curriculum Courses by Subject" and find the course. Copy its description. Paste as unformatted text (bottom part of Paste button, Keep Text Only) as shown below. You should paste all items into this syllabus as Keep Text Only so that fonts will remain consistent throughout. Click the graphic below. Press Delete key on keyboard.

List the sections, days, times and places of class meetings here.

INSTRUCTOR INFORMATION

Instructor's Name:
Phone Number:	Email Address:
Office Location:	Office Hours:

Instructor Web Page: Remove this line if not needed.

REQUIRED TEXTBOOK(S) AND OTHER MATERIALS

Please list anything in this section that is required for the course (required textbooks, optional textbooks, required materials, tools, supplies, etc.). Always include the title, author, publisher (if known), and ISBN of the book(s) or bundle to ensure that students purchase the correct materials if buying somewhere other than the bookstore. It would also be helpful to include a small picture of the cover of the textbook and/or other items. Remember to add alternate text to the picture(s) if you do this.

Textbooks are available in the virtual MCC Bookstore (opens in a new window) [Direct Link: https://www.montgomery.edu/bookstore/]. Read the bookstore instructions (opens in a new window) if you need assistance placing your order [Direct Link: https://www.montgomery.edu/wp-content/uploads/bookstore-how-to.pdf].

Accessibility Compliance SafeAssign:
https://www.help.blackboard.com/SafeAssign/Instructor/Accessibility [Direct Link: https://www.help.blackboard.com/SafeAssign/Instructor/Accessibility]

Other Technologies:
Internet access (personal, public such as the MCC Library, Public Library, or available local wifi hotspots).

It is recommended to complete coursework using a desktop or laptop computer rather than a mobile device for full access to all items and functions within the course. A modern, reliable computer should contain the following minimum requirements:
- Internet connection via DSL, cable, or better
- 4GB RAM or more
- Windows 10/11
- Note: A PC is recommended as some classes are not compatible with MAC and Android operating systems.

Microsoft Office 365 Education is available to all MCC students for free. It contains helpful applications for creating reports and presentations. Use your MCC student email address and these instructions from the MCC website Free Office 365 (opens in new window). [Direct link: https://www.montgomery.edu/free-office-365]. You can install it on up to five devices using your MCC student email address. Please see minimum system requirements below.

Minimum system requirements:
iOS: iOS 13
Windows: Windows 10 build 14393
Android: Android OS 7.0
Web: Latest version of Safari, Chrome, Edge, or Firefox
Mac: MacOS 10.14

Note: If you are trying to install on a tablet, iPad or Chromebook, you will have to download as an app through Google Play, the AppStore or similar. You will be asked to login with your Office 365 credentials to use the apps.

Video Instructions for downloading and installing Office 365 can be found at https://www.youtube.com/watch?v=r6BoSbJllL4 [Direct Link: https://www.youtube.com/watch?v=r6BoSbJllL4].

ACCESSIBILITY STATEMENT

If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform Disability Services of your request as soon as possible. Disability Services is located in Blair Hall (formerly Building 100), Room 129 or you may contact Disability Services at 910-898-9619. It is important to request accommodations in a timely manner (preferably at least one month prior to registration) so that the request may be considered and approved by Disability Services.

TITLE IX: CONFIDENTIALITY AND RESPONSIBLE EMPLOYEE STATEMENT

Montgomery Community College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Coordinator, Morgan Elkins at 910-898-9619, or email counseling@montgomery.edu.

Please be aware that under Title IX of the Education Amendments of 1972, I may be required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services for a counseling referral at 910-898-9619. For more information about reporting options and resources at Montgomery Community College and the community, please visit the Title IX section on the MCC website (opens in new window). [Direct Link: https://www.montgomery.edu/about-mcc/title-ix/].

COURSE COMPETENCIES

The competencies should be approved by the Department Chair and should be consistent for all sections of the course. Competencies should be observable and measurable and should correlate with the course description.

COURSE OUTLINE OF TOPICS

This outline must contain topics approved by the Department Chair and should correlate with the course description.

FINAL GRADE COMPUTATION

The final grade computation must contain the kernel from the Department Chair but may contain more specific information as an instructor deems important. It should be observable and measurable behavior and should correlate with the course competencies. It may be helpful to base the grade on several categories, not just tests. The final grade computation must be clear to enable students to understand grading/weighting elements. If any items in a category are not weighted evenly, please provide individual percentages for items in that category so that a student can estimate his/her grade manually if desired. If you use Blackboard, please ensure that the percentages in the Bb gradebook match what is in the syllabus.

GRADING SCALE

Montgomery Community College uses a 10-point grading system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

Grade	Explanation	Quality Points Per Credit Hour
A (90-100)	Outstanding	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0

STUDENT ACCOUNTS

MCC students have access to several accounts as described below.

Self-Service: Self-service is the student information database. All students are required to access Self-service to keep track of courses completed, grades, GPA, financial aid, etc.

Student Email (Outlook): MCC instructors will only use the MCC student email account when communicating with students via email. They will not use students' personal emails. All students are required to check student email at least weekly. Students in online and hybrid courses are required to check it multiple times weekly, preferably daily.

It is recommended that you set up MCC email on your smartphone if you have one. If you do not know how to add an email account to your phone, try a Google search to locate instructions.

Here is an example for Apple and one for Android:
Apple (opens in new window) [Direct link: https://support.apple.com/en-us/HT201320].
Android (opens in new window) [Direct link: https://support.google.com/android/answer/7664951?hl=en].

Blackboard: Blackboard is the course management system used at MCC. Online and hybrid students are required to access Blackboard many times weekly. Some traditional students must also access Blackboard for supplemental course information (e.g., viewing documents, submitting assignments).

Watermark Student Success & Engagement/Aviso Student App: The Watermark/Aviso Student App is an application that allows students to see their account including current and final grades, push notifications, messages, financial aid status, course schedules, and grading records. To download this app please visit your app store on your mobile device or the Techtrail menu at the top of the MCC website (opens in a new window). [Direct Link: https://www.montgomery.edu/]. The app is compatible with ios and android. For questions or more information, please contact the Counseling Center.

Links and instructions for accessing all of these accounts, including how to reset the password, are available on the MCC TechTrail menu at the top of the MCC website (opens in a new window). [Direct Link: https://www.montgomery.edu/]. **Students should never give access to any student account to another person. Sharing access with others is academically dishonest.**

COURSE POLICIES

If your policies significantly vary in the traditional version of the course compared to the online version of the course, consider creating a separate syllabus for each type of course. This will prevent student confusion because they won't have to read through policies and "decide" what applies to their version of the course.

Attendance Policy: Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class. All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

Additional attendance policy information may be necessary. For example, some instructors require online students to submit assignments to earn attendance credit. Please provide specific information about this.

Tardy Policy: Enter information here.

Late Work Policy: Enter information here.

Academic Dishonesty Policy: At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the

Student Code. Please reference the Student Handbook (opens in a new window) for further information [Direct Link: https://sftp.montgomery.edu/pdf/student_handbook.pdf].

Liability Policy: MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

Consumer Information: Montgomery Community College is committed to disclose certain information to enrolled students including the Annual FERPA notice, Cost of Attendance, Financial Aid information, Accreditation, and more. For more consumer information, please visit the Consumer Information (opens in new window). [Direct link: https://www.montgomery.edu/about-mcc/consumer-information/]. Specific information regarding the Annual FERPA notice can be found at FERPA notice (opens in new window). [Direct link: https://sftp.montgomery.edu/pdf/ferpa-annual-notice.pdf]. If you would like to provide permission for the release of information to someone other than yourself, please see Student Services staff to complete a FERPA Consent and Disclosure form (opens in new window). [Direct link: https://www.montgomery.edu/wp-content/uploads/ferpa-fa.pdf].

Other Policy Name: Enter information here. Delete this if you don't have additional policies to include.

OTHER HELPFUL INFORMATION

This can be customized by individual departments or instructors. Please list and define anything here that you are going to hold students accountable for that may not already be covered elsewhere in this syllabus. Delete anything you're not going to use. At a minimum, consider adding a statement about extra credit. Also, would your students benefit from including any of the following?
1. Clear guidelines detailing how students are to prepare for and behave during a session or lab (e.g., read the assignments on time, participate in class discussions)
2. Description of special rules or procedures for the course
3. Description of emergency procedures, permission forms needed, liability issues
4. Advice on how to read materials or study for tests
5. Specific criteria for each graded assignment
6. Statement on incomplete coursework
7. Statement telling students how to dispute a grade for an assignment
8. Statement regarding extra credit
9. Statement regarding resubmitting work or retaking exams
10. Information on special services or resources which might be helpful in this course
11. Other information which would help students succeed in this class
12. Statement describing what students can/cannot expect from you

Item Name: Enter information here.

Item Name: Enter information here.

Item Name: Enter information here.

COURSE CALENDAR / TIMELINE OF PROJECTS / SCHEDULE OF ASSIGNMENTS

Enter course calendar here. Or, add a note indicating that it's available in a certain area of Blackboard.

DISCLAIMER STATEMENT

Deviations from this syllabus are at the discretion of the instructor. Whenever possible, prior notice of any deviations will be provided.

AFFIDAVIT

Instructors can customize this statement for their courses. Some examples are provided below.
My signature below indicates that I have read and understand this syllabus and am bound by its contents.
--OR--
Completion of the Mandatory First Assignment in Blackboard indicates that I have read and understand this syllabus and am bound by its contents.

COVID-19

The College will follow best practices to provide a safe place to learn for all. Please see the College's COVID Information on the front page of the MCC Website for updates and procedures. If you have a question about the COVID Procedures, please contact your instructor.