**Syllabus**

**DIVISION**: Arts and Sciences **REVISED**: Current semester

**CURRICULA IN WHICH COURSE IS TAUGHT**: e.g. Liberal Arts, Nursing, Lion Taming

**COURSE NUMBER AND TITLE:** VCCS Course Number & Name e.g. ENG 111-College Composition I

**INSTRUCTOR:**

**CREDIT HOURS**: ? **HOURS/WK LEC**: ? **HOURS/WK LAB**: ? **LEC/LAB COMB:** ?

**Textbook:**

**CATALOG DESCRIPTION:** Description as listed in DCC Catalog or VCCS master course file.

**RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES**:

Objective 1

Objective 2

Objective 3

Etc.

**REQUIRED BACKGROUND/PREREQUISITES**:

* Prerequisite

**COURSE CONTENT**:

* Content 1
* Content 2
* Content 3
* Etc.

**THE FOLLOWING GENERAL EDUCATIN OBJECTIVES WILL BE ADDRESSED IN THIS COURSE**

**(PLACE X BY ALL THAT APPLY)**

Communication Critical Thinking

Information Literacy Cultural and Social Understanding

Personal Development Scientific Reasoning

Quantitative Reasoning

**LEARNER OUTCOMES EVALUATION**

|  |  |
| --- | --- |
| **Learner outcome (starts with verb)**   * Understand * Navigate * Identify * Name | Evaluation method  Lab exercises  Written test  Online exam |
| **Learner outcome**   * Understand * Navigate * Identify | **Evaluation method**  Lab exercises  In class assignments  Written test |
| **Learner outcome**   * Understand * Navigate * Identify | **Evaluation method**  Lab exercises  In class assignments  Written test |
| Learner outcome   * Understand * Navigate * Identify | Evaluation method  Lab exercises  In class assignments  Written test |
|  |  |
|  |  |

**GRADING POLICY**

**GRADING SCALE**

**Course Outline**

**Course, Section No. and Course Title:**

**Course prerequisite (s):**

**Semester:**

**Instructor: Office Number: Office Hours:**

**Telephone: Office: Home:**

Textbooks, Other Reference Materials (List textbooks, readings, and materials all students are required to provide):

**Course Content**

Attendance Requirements (Also include dates for withdrawal from the class to receive a full refund and withdrawal from the class to receive a “W” grade):

**Course Grade Procedure** (list the methods to be used to measure student progress in achieving the course objectives):

**Make-up Examination:**

**Medical Conditions and ADA Accommodations:**

1. If you are a student with special medical needs, please inform me as to how I can best assist you. All information will be considered confidential.

OR

1. If you are a student who needs special ADA-related accommodations, please inform the DCC ADA Counselor at 434-797-8572. All information will be considered confidential.

**DCC Title IX (Sexual Harassment and Misconduct): Your Rights and How to Make a Report**

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community.  Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under Title IX. For additional information regarding your rights, please consult the DCC Title IX website at <http://www.dcc.vccs.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm>.

In accordance with College policy and federal law, all faculty and staff members are required to report incidents of sexual harassment including sexual violence to one of the individuals below whose responsibility it is to investigate all complaints. In addition, you can contact these individuals for a complaint against a Danville Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct:

Title IX Coordinator Dean Cheryl Terry Wyatt Building, Room 213

434.797.8524

[titleix@dcc.vccs.edu](mailto:titleix@dcc.vccs.edu) or

[cterry@dcc.vccs.edu](mailto:cterry@dcc.vccs.edu)

Deputy Title IX Coordinator Mr. Howard Graves Wyatt Building, Room 108

434.797.8443

[titleix@dcc.vccs.edu](mailto:titleix@dcc.vccs.edu) or

[hgraves@dcc.vccs.edu](mailto:hgraves@dcc.vccs.edu)

**Plagiarism and Academic Dishonesty:**

1. Students will be expected to maintain complete honesty and integrity in their academic work in this class. Acts of academic dishonesty, such as cheating, plagiarism, or inappropriately using the work of others to satisfy course requirements, will be not tolerated. Students who maintain their enrollment in this class agree that such acts will be managed at the discretion of the instructor according to the severity or the infraction. (Faculty may here specify the actions you will take in the event of a violation or academic dishonesty.

OR

1. Academic dishonesty includes collaborating with other students on take-home examination or other non-collaborative assignments; presenting the work of others as your own; failing to document adequately any research from printed materials or internet sources; and cheating on tests. Disciplinary action will be pursued for all acts of academic dishonesty and may result in the failure of affected assignments, and this class, as determined by the instructor.