** COURSE OUTLINE**

**Course: Semester:**

**Section No.:**

**Course Title:**

**Course Description:**

**Course Prerequisite (s):**

**Instructor Name:**

**Phone:**

**Email:**

**Office Number: Office Hours/Availability:**

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

***Course Content***

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

***Course Evaluation / 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.

***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 sorts of actions you will take in the event of a violation of 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.

\*\*\* Some instructors present course contracts with policy statement on academic honesty. Students sign the contract and return it to the faculty member.

***Learning Outcomes*:** *Schedule of concepts*