# Roane State Community College

**Division of ….**

**Course Rubric**

**Course Name**

**Current Term**

**SYLLABUS**

## INSTRUCTOR INFORMATION

Name:

Office:

Office Hours:

Phone:

Email:

Other:

## COURSE INFORMATION

### Course Offerings:

Course Type:

Day and Time:

Credit Hours:

### Course Objectives:

Type your text here.

### Learning Outcomes:

Type your text here.

### Prerequisites for the course:

Type your text here.

### Co-requisites for the course:

Type your text here.

### Course Topics:

Type your text here.

### Specific Course Requirements:

Type your text here.

### Other:

## TEXTBOOKS AND SUPPLEMENTARY MATERIALS

### Textbook:

### Supplementary Materials:

### Other:

## GRADING AND EVALUATION

### Grading procedure:

### Grading scale:

### Assignments and Evaluations:

### 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.

## 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 Mr. Odell Fearn, Title IX Coordinator, at (865) 354-3000 ext. 4212 or ext. 4679 or email at fearnao@roanestate.edu.

## TECHNICAL SUPPORT AND ADDITIONAL STUDENT RESOURCES

### 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.

### Other:

## SYLLABUS CHANGES

The instructor reserves the right to make changes to the syllabus as long as the students are notified.

## OPTIONAL ITEMS (TO BE ADDED BY INDIVIDUAL FACULTY MEMBERS)

### 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)**.**

### LIBRARY SERVICES

Roane State Libraries are here to help all Roane State students in every discipline. Your librarians can help you find the books, articles, videos, databases, and websites you need for academic success. They can also help you learn how to be a better researcher.

Roane State has libraries at the Harriman, Oak Ridge, and Scott campuses. Books and graphing calculators from these three libraries can be sent to any other Roane State teaching location upon request. Laptops and iPads may be checked out from Harriman and Oak Ridge.

The library also offers eBooks, eJournals, online videos, and other online resources to support students wherever they need to learn.

Visit the Library website: [Roane State Library (Website)](http://library.roanestate.edu/home)

(http://library.roanestate.edu/home)

Explore your library with research guides: [Research Guides (Website)](http://library.roanestate.edu/researchguides) (http://library.roanestate.edu/researchguides)

Discover new books at your libraries: [Library New Book List (Website)](http://library.roanestate.edu/newbooks) (http://library.roanestate.edu/newbooks)

### 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)

### 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)