# [[Course Number and Name]]

# Course Syllabus

## C OURSE INFORMATION

### Course Credit Hours: [[x]] credits

### Class Meetings and Room: Online course

### Prerequisite:

### Instructor:

### Instructor Phone:

### Instructor Email:

### Instructor Office and Hours:

## COURSE CATALOG DESCRIPTION

[[Add the course description]]

## RATIONALE AND STATEMENT OF CULTURAL CONTENT

[[Description of the purpose of the course and cultural connections to and within the material]]

## LEARNING OUTCOMES,

By participating in this course, students will:

1. [[List course outcomes]]

## MATERIALS AND REQUIRED TEXTS

[[Name of required text(s) in APA format]]

**RECOMMENDED RESOIRCES**

[[Name of required text(s) in APA format]]

## METHOD OF INSTRUCTION

[[Customize the following list of instructional elements as needed]]

[[Course Name]] is an online course. The course will include the following instructional elements:

* Lecture videos from the instructor
* Scheduled live class sessions via video call (Zoom and/or Google Meet)
* Small group breakout sessions during the video call sessions
* Individual projects and presentations
* Small group activities and presentations
* Collaborative learning
* Weekly discussions

## CLASS PROCEDURES

[[Describe the way the course will run in general. For example: Our weeks run from Monday to Sunday. All weekly readings should be complete by Tuesday. Discussion posts will be due on Thursdays. And major assignments are due on Sunday nights by 9pm. See the Course Schedule below for additional details.]]

## ATTENDANCE AND PARTICIPATION

[[Course Name]] attendance will be recorded at the end of each week based on

student participation and assignment completion ([TMCC Distance Learning Handbook](https://www.tm.edu/wp-content/uploads/2022/09/2022-Distance-Education-Handbook61630.pdf)). In addition to

weekly attendance, students must also attend all scheduled online meetings with full participation.

Official documentation is required for excused absences. All other unexcused absences will be counted

as such.

### TMCC Policy States:

“Students are responsible for understanding and following the specific course attendance requirements of their instructors as outlined in the course syllabus. If at all possible, the student should contact the respective instructor prior to any absence. Only class instructors can excuse students from class for reasons other than participation in college-approved functions. No absences are “excused” in the sense of relieving the student from the responsibility of making up missed work. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence. TMCC recognizes the value of participation in extracurricular activities. Thus, a student can be excused from class in the case of college-approved functions. In such instances, the student is responsible for notifying the instructor of the absence prior to the class.”

### Late Assignments

Assignments must be completed and submitted by the listed due date and time. **LATE ASSIGNMENTS WILL ONLY BE ACCEPTED IF PRE-APPROVED BY THE INSTRUCTOR**. Late submission requests must be received by the instructor no later than **24 hours prior** to the listed due date and time. Late assignments that are not pre-approved will receive zero points.

Written assignments must be completed using APA formatting. Visit the link listed for guidance.

* [OWL APA Style Guide at Purdue University](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

## ASSESSMENT

### [[List all major assessments/assessment types for the course, such as quizzes, discussions, online meetings, projects, group work, etc.]]

### [[Assessment Name (# if more than 1, # points)]]

[[Assessment description and instructions]]

### [[Example: Discussion Posts and Peer Responses (8 discussions, 10 points each)]]

[[These discussion board assignments aim to enhance student engagement, collaborative learning, and classroom management skills. The peer response component further fosters critical thinking and communication skills, as students provide constructive feedback and engage in meaningful conversation. Discussion requirements:

* Discussion board posts must be a minimum of 250 words in length
* Post a minimum of 2 responses to classmates, at least 2-3 sentences in length]]

|  |  |
| --- | --- |
| Summary of Assignments | **Points** |
| [[Assessment Name]] | [[#]] |
| [[Add rows as needed]] |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Course Total Points** |  |

## GRADING SCALE

**A** 100 – 90%

**B** 89 – 80%

**C** 79 – 70%

**D** 69 – 60%

**F** 59% and Below

## COURSE POLICIES

### Academic Honesty

HONESTY: Students are expected to maintain scholastic honesty. Scholastic dishonesty includes but is not limited to cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to act personally. Instructors will report action to the Dean of Academic Programs. A student has the right to appeal the instructor’s action in accordance with the student appeal policy.

### Disability Statement

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. My office is located in Room 219, 8:00 – 4:30 Monday through Thursday and by appointment on Fridays. If you plan to request disability accommodation, you are expected to register with the TMCC counselor.

### TMCC DISABILITY and NON-DISCRIMINATION STATEMENT

LAWS IMPACTING POST-SECONDARY EDUCATION

* Section 504 of the Rehabilitation Act of 1973
* Americans with Disabilities Act (ADA) of 1990

The College is an Equal Opportunity Employer, which abides by the policy of providing equal employment opportunities without discrimination to all applicants and employees regardless of race, religion, color, national origin, age, gender, disabilities, sexual orientation, marital status, or any other protected class recognized by law, except as allowed by the Indian Preference Provision of the Indian Civil Rights Act of 1964, as amended. In adhering to this policy, the College abides by the Title IX requirements.

The mission of Turtle Mountain Community College (TMCC) Disability Coordinator (DS) is to meet the federally mandated responsibility to provide equal access and opportunity to programs for students with disabilities enrolled at TMCC.

**In order to access services, the individual must do the following:**

* Self-disclose their disability to the DS Coordinator’s office.
* Complete a Disabilities Services Application and Release of Information form.
* Provide appropriate documentation regarding their disability.
* Provided current documentation (within the past 3 years) from a credentialed professional;

The DS office works collaboratively with TMCC faculty, and with other academic and support services on campus, to devise appropriate and reasonable accommodations to eligible student with disabilities Please see for Joseph LaFountain for applications in room A103 – outside left around the auditorium. Contact information is: Phone 701-394-4212 and email:jlafountain@tm.edu

### Title IX

As part of its commitment to providing an educational environment free from discrimination, TMCC complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution’s education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at TMCC’s-sponsored activities and programs whether occurring on-campus or off-campus. TMCC will take prompt action to investigate and resolve reports. TMCC’s Title IX coordinator is Corey Poitra, TMCC Security & Compliance Officer/Title IX Coordinator, room 122. Phone number is 701-394-4271. Email: [cpoitra1@tm.edu](mailto:cpoitra1@tm.edu)

## COURSE SCHEDULE & MAJOR UNITS

|  |  |  |
| --- | --- | --- |
| **Week** | **Topics** | **Readings & Assignments** |
| Week 1 [Dates] | **[[Week 1 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 2 [Dates] | **[[Week 2 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 3 [Dates] | **[[Week 3 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 4 [Dates] | **[[Week 4 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 5 [Dates] | **[[Week 5 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 6 [Dates] | **[[Week 6 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 7 [Dates] | **[[Week 7 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| **Week 8**  [Dates] | **[[Week 8 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 9 [Dates] | **[[Week 9 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 10 [Dates] | **[[Week 10 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 11 [Dates] | **[[Week 11 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 12 [Dates] | **[[Week 12 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 13 [Dates] | **[[Week 13 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 14 [Dates] | **[[Week 14 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 15 [Dates] | **[[Week 15 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |
| Week 16 [Dates] | **[[Week 16 Topic]]**   * [[List activities or content covered this week]] | [[Title of assigned readings or media, including page numbers and where to find materials outside of the primary course text(s)]]  [[Name of assignment(s) and due date and time]] |

**\*Syllabus subject to change due to unforeseen circumstances such as storm days or other occurrences**