**Syllabus for:** Click here to enter text.

TERM: Click here to enter text.

**Instructor:** Click here to enter text.

**Office Location and Office hours:** Click here to enter text.

**Email:** Click here to enter text. **Office Phone #:** Click here to enter text.

**Course description from College Catalog:** Click here to enter text.

**Required text and other required materials:** Click here to enter text.

[ ]  In addition to the text(s) listed above, each student must purchase before the first exam, and from the College bookstore or vending machines, test answer sheets for all exams in this course that requires them. You may purchase scantrons in packs of six. Each pack costs $1.50. In this course you will need to purchase Click here to enter text. pack(s) of # Click here to enter text.. Please provide this information to the bookstore when you purchase your pack(s).

[ ]  I DO NOT require test answer sheets for exams in this course.

**Course Overview:** Click here to enter text.

**Course Objectives:** Click here to enter text.

**Learning Outcomes:** Click here to enter text.

**Student Responsibilities:** Click here to enter text.

**Assessment (profile of assignments):** Click here to enter text.

**Grading System:** Click here to enter text.

**Special considerations:** Click here to enter text.

**Note:** Click here to enter text.

**Instructor’s Policy on Late or Make-up Work:** Click here to enter text.

**Policy on Late or Make-Up Work**

Equitability and fairness require that students all be held to the same standard when work is turned in late. Your instructor’s policy may be mandated by his or her Division policy or may be an individual policy. In either case, the policy will be strictly and evenly enforced.

**Attendance Policy**

Attending class regularly allows you to interact with instructors and other students in the learning process. **Students are responsible for attending class and for the material presented in all classes.** At the beginning of each semester, all instructors will inform students of policies regarding class absences. Instructors are responsible for counseling with students regarding the consequences of absences from classes or laboratories.

Students who have missed twenty percent of regularly scheduled class meetings may be withdrawn from the course. In Learning Support courses, students missing ten percent of classes may put themselves in danger of failing the course. The instructor may assign a grade of “W” without academic penalty by the designated date (mid-semester) published in the Academic Calendar and the student shall receive a W grade for the semester. It is the instructor’s right but not the instructor’s responsibility to withdraw students for non-attendance before or after mid-semester. Students may independently withdraw from a class by completing the necessary paperwork at the Registrar’s office. A grade of WF will be assigned for administrative and student withdrawals completed after mid-semester.

A non-punitive grade for courses dropped after the published deadline can be assigned only with the approval of the Vice President for Student Success and in cases of extenuating personal hardship.

**Access Statement**

**SGSC Douglas Campus Syllabus Access Statement**

Students with a disability requiring reasonable classroom accommodations should see the instructor after class or make an appointment during office hours. Students planning to request accommodations for a disability must register with the [Office of Disability Services](http://www.sgsc.edu/future-students/disabilityservices.cms) in Room 118, Powell Hall, phone number 912-260-4435. Also students finding any content in this course inaccessible because of a disability should contact the instructor as soon as possible.

**SGSC Waycross Campus Syllabus Access Statement**

If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the [Office of Disability Services](http://www.sgsc.edu/future-students/disabilityservices.cms) in Room 130, Dye Building, phone number 912-449-7593 or 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

**SGSC Entry Program @ GSW Syllabus Access Statement**
If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the [Office of Disability Services](http://www.sgsc.edu/future-students/disabilityservices.cms) in Room 208, Collum Hall or contact the SGSC Disability Services Coordinator, Annette Nation, 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

**SGSC Entry Program @ VSU Syllabus Access Statement**

If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please see Valerie Webster in the SGSC Entry Program office, Entrance #9 of the University Center or contact the SGC Disability Services Coordinator, Annette Nation, on the Douglas Campus at 912-260-4435. Also, if you find that any content in this course is inaccessible because of your disability, please contact me as soon as possible.

**SGSC Counseling Services Access Statement**

[**Counseling Services**](http://www.sgsc.edu/future-students/counseling.cms) are confidential and available upon request. If you would like to schedule a session, referral forms are located online or outside the counselor’s office. Please complete and submit the referral form to the counselor. *Do not submit by email*. Once you have submitted your form you will be contacted by phone to set up an appointment. The Counselor’s Office is located on the Douglas Campus in Powell Hall, Room 119, phone number 912.260.4438, or Waycross Campus in the Dye Building, Room 130, phone number 912.449.7593.

**Library**

Assignments may be included requiring students to make use of the resources provided in and through the [Library](http://www.sgsc.edu/academics/homepage.cms). It may require general library orientation or subject discipline resource instruction presentations to classes.

**Academic Support Center**

Free tutoring is available in-person and online to SGSC students currently enrolled. In-person, peer tutoring is available on the Douglas campus on the second floor of Powell Hall in the Academic Support Center and on the first floor in Stubbs Hall in the STEM Center. Peer tutoring is also available on the Waycross campus in the Academic Support Center located in the Dye Building. Students visiting these centers must sign in and sign out when utilizing Academic Support Services. Free, online tutoring is available through Tutor.com and can be accessed in D2L. Academic Support Services also offers textbooks, calculators, and other resources. For more information, visit our webpage or call Amber Wheeler, Academic Support Director, at 912.260.4415.

 **Plagiarism**

Plagiarism involves two kinds of wrongdoing. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offences rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and
shameful, but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

• Any quotation, **or even rewording, paraphrase, or summary of another person’s words**, thoughts, ideas, opinions, or theories without appropriate acknowledgement. This example would obviously include **any** copying and pasting material from any source, including the Internet, **regardless of to what degree**.

• The presentation in any form of another’s artistic, literary, scientific, or other creative work as one’s own.

• Allowing someone else to write one’s paper; copying, buying, or stealing either in part or in its entirety one’s paper from another source such as a book, an article, or the Internet.

• Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the discipline. See the APA and MLA guidelines in the Hodges’ Harbrace Handbook (Glenn and Gray 552‐650), available in the campus bookstore.

Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member’s syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism. Students accused of plagiarism will be referred via the non-criminal incident reporting system to the Student Conduct Board for hearings to adjudicate said accusation. The sanctions for plagiarism include at a minimum a zero grade on the plagiarized assignment and may include failure of the course, suspension and even expulsion from the College. Please refer to the sanctions section of the [Student Handbook](http://www.sgsc.edu/current-students/student-handbook.cms) for more information.

**GeorgiaVIEW**

We will be using the consolidated (Douglas and Waycross) [GeorgiaVIEW](http://www.sgsc.edu/academics/wel.cms) (Desire2Learn). If necessary, go to [Self-Service Banner](https://sgsc.gabest.usg.edu/pls/B880/twbkwbis.P_GenMenu?name=homepage) to obtain your school email address. Then:

* Click the Personal Information Menu tab
* Click View email addresses
* Your D2L username will be the part of your email address prior to the @ sign
* Go to <https://sgsc.view.usg.edu/>, click “Forgot Password”
* Read the information, enter your username, and click Submit
* A reset password link will be sent to your student email.

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