

West Virginia Northern is a comprehensive community college that provides affordable, quality education and training for all who wish to learn. Northern strengthens our community and empowers individuals to pursue fulfilling lives.

Syllabus

# Course Details

**Semester:**

**Course Title:**

**Course Number:**

**Department:**

**Course Dates:**

**Year:**

**CRN:**

**Course Meeting** **Information:**

Day(s):

Time(s):

Room Number:

Modality: (Enter modality information, such as in-seat, online synchronous, online asynchronous, or hybrid.)

# Instructor Information

**Instructor:**

**Email:** (xxxxx@wvncc.edu)

**Phone:** (Office phone for full-time faculty; Adjuncts are not required to give out their home or cell phone numbers.)

**Office/Virtual Hours:**

**Office Location and Campus:**

**Communication Expectations:**

**(Use this area to enter text about your communication expectations. You can include information on when students should receive a response to emails as well as information students should include in their emails.)**

# Course Information

## **Required Materials or Textbook:**

(Please use this area to include the title, author, edition, etc.)

## Optional Materials:

(You may delete this item if you do not have optional materials for this course.)

## Course Focus:

(This information is used to provide students with more details about the course. See your division chair for specific information.)

## ****Catalog**** ****Description:****

(This information should be copied and pasted from the catalog. This course description MUST match the catalog.)

## Pre-Requisite:

## Co-Requisite:

## Pre/Co-Requisite**:**

## Program Outcomes:

(If this course is specific to a program, include the aligned program outcome(s) here. You may delete this item if this course does not have aligned program outcomes.)

## General Education Outcomes:

(The general education outcomes are found in the Master Course Guide.)

## Course Outcomes:

(The course outcomes are found in the Master Course Guide. Please enter the course outcomes using a numbered list, as shown below.

1. Course Outcome 1
2. Course Outcome 2)

## Student Learning Outcomes:

(The student learning outcomes are found in the Master Course Guide. Please enter the student outcomes using a number list, as shown below.

1. Student Learning Outcome 1
2. Student Learning Outcome 2)

# Course Policies

## Attendance:

(There is no college-wide attendance policy; this is up to individual programs and instructors. Check with your division chair to see if your program or department has one that you should use.)

## Class Preparation:

(You may use this area to provide specific requirements that students should follow to prepare for class.)

## Late Assignment Policy:

(Include specific expectations of how the late submission of graded assessments will be addressed. Some examples of activities are:

* Tests: Give specifics for preparation and what to do if a student must miss a test.
* Homework: Give specific requirements.
* Projects: Give specific requirements.)

## Grading Policy:

(Be specific with the kinds of grades (homework, tests, journals, projects, etc.), the number of items, and the value of each. Also, please consider including information on when students should expect the return of graded assessments and feedback.)

## Final Grade:

(Use this area to state how the final grade will be determined in your course. Some instructors use percentages, such as 90, 80, 70, etc.; others use 93-100, 85-92, etc. In any case, report total points or percentages, and a letter grade to communicate clear expectations of how the final grade will be assigned.)

## Continuity of Instruction:

(Here you should address how instruction will continue if class is canceled either by you or by the College. This can be as simple as emailing students with instructions. This would be a good place to remind students that their student email is the default method of contact you will use so they should check it frequently.)

## External Assessment for Certification:

(This is for an applied program course to which a fee is attached for an external assessment that leads to a credential/certification upon successful completion under Perkins guidelines. See your program director for more information. If this does not pertain to your course, please remove this item from your syllabus.)

# Course Timeline

## Timeline:

(Insert a table showing a timeline of activities for the semester.)

# Institutional Policies

## Classroom Conduct:

WVNCC seeks to provide educational programs and rules to encourage independence and maturity. Within this context, WVNCC has adopted a “zero-tolerance” Student Code of Conduct Rule. This rule expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College.

Behavior that interferes with the educational mission of WVNCC is unacceptable. Such behavior will result in disciplinary action, including but not limited to disciplinary administrative withdrawal, probation, suspension, expulsion, or other appropriate action as determined by the administration. For more information visit: <https://www.wvncc.edu/current-students> to locate the Student Handbook.

## Academic Integrity:

All students are responsible for their academic work and behavior which supports a learning environment. Dishonesty in the form of plagiarism and cheating may result in disciplinary actions such as lower grade, failing grade, administrative withdrawal, program probation, suspension, or dismissal. Disruptive behavior that interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal. Students have the right to appeal such decisions consistent with the rules. See Student Rights and Responsibilities in the Student Handbook at: <https://www.wvncc.edu/current-students>.

## Artificial Intelligence (AI):

Students who use Artificial Intelligence tools on academic work without permission, or who use them in improper ways, are violating the academic integrity rules of WVNCC. If the instructor allows the use of Artificial Intelligence, and it is used as permitted, then students are not committing academic dishonesty. Using Artificial Intelligence on academic work is academically dishonest if these tools are prohibited by the instructor.

## Academic Resource Center:

The Academic Resource Center (ARC) provides WVNCC students with varied resources for success, including but not limited to accessibility services, library, and tutoring. The ARC can be reached at 304-510-8766 in New Martinsville, 304-723-7516 in Weirton, and 304-214-8954 in Wheeling and/or visit: arc@wvncc.edu or visit:  <https://www.wvncc.edu/offices-and-services/academic-resource-center/8323>

## Non-Discrimination Statement:

West Virginia Northern Community College (WVNCC) is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex (e.g., sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status), disability, religion, color, national origin, or age in admission, employment, educational programs or activities. It also does not discriminate based on genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVNCC will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the College's CTE offerings. Auxiliary aids and services are available upon request for individuals with disabilities. If you have questions, you may contact Robert Brak, Director of HR & Development, Title IX/Title VI Coordinator for Students and ADA Coordinator for Employees, 1704 Market Street, Wheeling, WV 26003 (304) 214-8901; email: [rbrak@wvncc.edu](mailto:rbrak@wvncc.edu); [https://wvncc.edu/offices-and-services/title-ix-/5251](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwvncc.edu%2Foffices-and-services%2Ftitle-ix-%2F5251&data=05%7C02%7Cdbarnhardt%40wvncc.edu%7C1a00124be9694204faaa08dc1de223fe%7C4e444dbb801f4f908bf55b63b26051e4%7C0%7C0%7C638418104365740050%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HKOuHfqhPm7wdlb%2BphOiv%2FXl011ulswCz258Uxi00L0%3D&reserved=0).

For Students, the Section 504 Disability Coordinator is Cindy Craig, Director of Academic Resource Center, 1704 Market Street, Wheeling WV 26003 (304) 214-8957 [ccraig3@wvncc.edu](mailto:ccraig3@wvncc.edu).

## Accessibility Services:

Students with a documented disability who wish to request academic accommodations should complete the form at this link <https://www.wvncc.edu/offices-and-services/voluntary-disability-disclosure/8510>. Someone from the ARC will contact you to schedule an intake appointment.

## Student Portal Issues

If any student should encounter issues with the use of their student portal, either through the regular school week or on the weekends, an IT Help ticket can be submitted by using this link [Student Portal Issues](https://www.wvncc.edu/offices-and-services/student-portal-issues/7236).

Students can find assistance with Brightspace by locating and accessing the Help and Resource module located in all Brightspace course, or by using the following link for the [Brightspace Help Center](https://www.d2l.com/support/)

Students can also download the Brightspace Pulse Application on their mobile device to stay connected to their courses and instructors. The application will work and grant you access to Brightspace even if the portal is down.