Black River Technical College

Course Prefix: Course Title

Semester/Year: Course Meeting Day(s):   Time: Location:

INSTRUCTOR INFORMATION

INSTRUCTOR:

OFFICE LOCATION:

OFFICE HOURS:

OFFICE PHONE: (870) 248-4000, ext. xxxx

EMAIL:

COURSE PREREQUISITES

Insert any course prerequisites, which may be found in the Catalog. If none, please state.

COURSE DESCRIPTION

Insert course description from the Catalog.

PROGRAM LEARNING OUTCOMES

1. *Insert all institutionally-approved program learning outcomes. If the course is a part of the general education curriculum, list the general education learning outcomes.*

COURSE LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. *Insert all institutionally-approved course learning outcomes. (Additional outcomes may be added, but they must follow the list of the universally-adopted course outcomes.)*

TEXTBOOK AND MATERIALS

Text

Insert Required Text Information (Include text title, edition, author, and date of publication)

Additional Course Materials

Insert information on required or recommended course materials. For example:

Students will need access to a reliable computer with internet access, Google Chrome internet browser, and Microsoft Office to be successful in this course.

Students will also need:

- a scientific calculator TI-30XIIS or Casio FX-115 (cell phones will not be allowed)
- Composition Notebook
- Blue or Black Pen

- Safety goggles

Moodle: *Insert a statement describing the instructor's use of Moodle for the course. For example:*

Moodle will be used as the learning management system for this course. In order to access Moodle, go to http://moodle.blackrivertech.org. Students should check Moodle frequently because the instructor will post important announcements, deadlines, messages, etc. on the course website. Important documents such as the course syllabus and grading rubrics will also be posted on Moodle. Student grades will be maintained in the Moodle gradebook so that students always have access to their up-to-date grades. If you experience any technical difficulties with Moodle, contact BRTC's Distance Education & Instructional Technology (DEIT) Department.

If this is an online course, include the following statements are required and should be used in lieu of the paragraph above:

Moodle will be used as the learning management system for this course. In order to access Moodle, go to http://moodle.blackrivertech.org. Please note that the most recent version of Chrome or Firefox is strongly recommended for accessing Moodle. However, students may also access Moodle using Safari version 6 or later; Opera version 9 or later; or Internet Explorer version 10 or above (IE is not recommended because some features in Moodle do not display well with this browser).

For successful participation in an online course, students should have access to the following:

- A reliable laptop or desktop computer
- Microsoft Office
- Google Drive
- A reliable internet connection (Broadband or high-speed internet access is recommended for optimal experience. Dial-up internet connection will result in Moodle pages loading slowly, and viewing audio/video files may not be possible.)

Students will need to turn off pop-up blockers to prevent problems with viewing supplemental online resources and submitting Turnitin assignments. Here is a list of basic plugins that you will want to make sure you have installed and updated prior to beginning this course:

- Java: http://www.java.com/en/download/index.jsp
- Adobe Reader: http://get.adobe.com/reader/
- Adobe Flash: http://get.adobe.com/flashplayer/
- Apple QuickTime (MAC): http://www.apple.com/quicktime/download/

Contingency Plan: Distance education students should always have a contingency plan, or a back-up plan, for accessing the course and course content in the event that their primary computer is unavailable or out of service. Examples of contingency plans are the public library or BRTC computer labs. Technical difficulties are NOT an acceptable excuse for failure to participate and/or submit assignments.

Use of Tablets & Smartphones: *Insert the instructor's policy regarding the use of smartphones and tablets as a platform for completing coursework in the course. For example:*

Although students may access Moodle and other course content via a smartphone or tablet, please note that this course was designed under the assumption that students will be completing their coursework via a laptop or desktop computer. Students are discouraged from completing major assignments such as quizzes, exams, and papers with a smartphone or tablet.

COURSE ACTIVITIES & ASSIGNMENTS:

Insert a description of course activities and assignments. For example:

Pre-Labs: Before each lab, a pre-lab assignment will be assigned based on the reading of the lab handout. Each pre-lab is due before the lab. Pre-labs must be typed.

Quizzes and Exams: One quiz will be given that covers lab equipment and lab safety. At the conclusion of the semester an overall lab final will be given covering lab equipment, lab safety, calculations of lab results and lab techniques.

Notebook: A composition notebook must be kept to record scientific equipment, methods and results.

Lab Reports: A formal lab report will be assigned for certain labs and must be submitted to Moodle and brought to class one week after the completion of the selected lab.

WEIGHT OF GRADES & GRADING SCALE

Assessment/Assignment	Weights
Pre-Labs	10%
Quizzes and Exams	25%
Notebook	25%
Lab Reports	40%
Total	**100%**

(NOTE: Only include the above table if weighted grades are used in a course.)

Grading Scale

90.00 – 100.00%	A
80.00 – 89.99%	B
70.00 – 79.99%	C
60.00 – 69.99%	D
< 59.99%	F

Approximate Grading Turnaround Time: *Insert the instructor's policy for grading turnaround time. For example:*

Discussion forums will typically be graded within the first two days of the forum closing, but no later than a week after it closes. The turnaround time for papers is roughly two weeks, unless otherwise stated. Quiz grades will be immediately available on Moodle.

SUPPORT SERVICES

Technical Support

All registered students at BRTC will be given a computer account to access the Internet and e-mail in the computer labs. If you are in a computer lab, there should be a Lab Assistant on duty. Otherwise, please contact Computer Services via email at support@blackrivertech.org.

All registered students at BRTC have access to Microsoft Office 365. Visit the following web address to download this software free of charge: https://products.office.com/en-us/student. Students must use their BRTC email address and have Windows 7 or higher installed on home computer and/or laptop in order to download the software.

Moodle Support *(only include this section if Moodle is utilized for the course)*

All BRTC students will be given a Moodle account. Moodle is a learning management system (LMS) that assists instructors in the presentation of course content, assignments, and grades. If you are unable access your Moodle account, please contact the Distance Education (DE) Office by email at online@blackrivertech.edu or by phone at (870) 248-4000, extension 4049 or 4058.

Academic Success Center

Free tutoring services are available for all students who are currently enrolled at BRTC. The Academic Success Center (ASC), located on the Pocahontas campus, offers professional tutoring in math, science, English, and business. Refer to the Academic Success Center website for tutoring hours: http://www.blackrivertech.org/the-learning-center. Paragould students may find tutoring hours for the Paragould campus on the monitor in the hallway. Students also have access to free, online tutoring via Smarthinking, which can be accessed within the Moodle Student Lounge.

Library

The library is available to students with a BRTC Student ID, which serves in place of a library card. The library has an online catalog and provides access to several online databases. Some databases require passwords for use off-campus, and these passwords are available on the Moodle Student Lounge. The library also has several computers available for student use. The website to access the library and its databases is http://www.blackrivertech.org/black-river-technical-college-library. Library hours may also be found using this link.

Student Support Referral System

Black River Technical College is committed to the success of its students by providing an environment conducive to learning. To ensure every student takes advantage of the educational opportunities offered at the college, BRTC has implemented the Student Support Referral System. The purpose of this system is to assist students when difficulties arise so that appropriate support services can be identified. Students who are referred through this system will receive an email to their BRTC email account. They will also be contacted by the Retention & Completion Specialist, who will discuss tutoring options and other resources available.

Financial Aid

If you have not yet applied for financial aid, please contact the Director of Financial Aid at (870) 248-4020.

Note regarding the return of Title IV Funds: It is imperative for students to regularly attend all classes in which they enroll. In order to "earn" the disbursement of the Federal Title IV financial aid funds (i.e., Pell Grants and Stafford Loans), a student must remain enrolled in and regularly attend all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time during the first 60% of the enrollment period will be required by federal regulation to return a portion of the "unearned" Federal Title IV Financial Aid Funds. The calculation of the return of these funds may result in the student owing a balance to BRTC and/or the federal government. The BRTC Financial Aid Office is available to answer questions about the Title IV Funds Policy and other financial aid-related concerns.

Student ID Cards

All students are required to have Student ID cards. Student ID cards provide access to the library and the physical training facility. They are also required to pick up financial aid checks and other important documents. Student ID cards may also be used for discounts at various local businesses. See the Office of Institutional Advancement for a complete list of these merchants.

Bookstore

The BRTC Bookstore stocks most required supplies for classes as well as a variety of miscellaneous items. Graduation caps and gowns are also distributed through the bookstore. Bookstore hours are 8:00 a.m. to 4:30 p.m. during regular semesters. Textbook sales have been moved to an online bookstore and should be ordered from https://blackrivertech.textbookx.com. Students may sell books on this site as well. The bookstore staff is available to provide assistance.

Cafeteria

BRTC has a cafeteria within the Randolph County Development Center at the Pocahontas location. Breakfast and lunch are served daily. Weekly menus area posted on the automated message boards.

POLICIES

Academic Integrity

Insert the instructor's personal policy and reference to BRTC's policy on academic integrity. For example:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Please take time to make yourself aware of what constitutes plagiarism and how to avoid it. For example, copying/pasting information from internet sources without giving credit to the source of the information is plagiarism and will be treated as such. In addition to other possible disciplinary sanctions that may be imposed through institutional procedures as a result of academic misconduct, instructors reserve the right to assign an "F" for the assignments/quizzes or to assign an "F" for the course. Students who are suspected of academic dishonesty will also be referred to the Registrar for further review, and this referral will become a part of the student's permanent BRTC record. BRTC's Academic Integrity Policy can be reviewed through the following website: http://www.blackrivertech.org/prospective-students/admission-registration-enrollment/orientation/avoiding-plagiarism. In addition, another helpful resource for promoting the understanding of plagiarism (and how to

avoid it) can be found at the following website: www.plagiarism.org. Please be aware that plagiarism-detecting software will be used in this course.

Expected Student Conduct

Insert the instructor's policy on expected student conduct. For example:

Students are responsible for appropriate conduct as outlined in the BRTC College Catalog and the BRTC Student Handbook. Be sure you are familiar with the policies and procedures outlined in these documents. It is expected that you remember common courtesy and etiquette when communicating with your instructor/classmates. Students are to be respectful of diverse opinions and viewpoints, both inside and outside of the classroom.

Cell phones are allowed during class as long as they are used judiciously. Students should put their phones on silent during class time and should not distract others with their phones in any way. Any student judged to be distracting will be dismissed from class and counted absent for the day.

If the course is online, consider including a "netiquette" policy. For example:

Online students are expected to practice common courtesy and netiquette when communicating with your instructor/classmates "Netiquette" is a term that is used to refer to "network etiquette" or "internet etiquette." Basically, netiquette is a set of rules for behaving online. The following link provides an overview of netiquette: http://www.albion.com/netiquette/corerules.html.

Students with Disabilities Policy (Americans with Disabilities Act Requirements)

Black River Technical College seeks to be in compliance with both the spirit and the letter of the law as stated in Section 504 of the Rehabilitation Act, as amended, and the Americans with Disabilities Act. Students seeking ADA accommodations must contact the Director of Disability Support Service, P.O. Box 468, Pocahontas, AR 72455. Phone 870-248-4000 or Fax 870-248-4100. Contact must be made two weeks prior to the beginning date of each enrollment period.

If you have a documented disability, you are expected to contact me as soon as possible to arrange appropriate modifications. If you have a disability that is not documented with BRTC and the Office of Disability Services, you must complete the appropriate documentation before requesting modification/accommodations.

Title IX Policy

The Title IX Sexual Discrimination Act states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." BRTC strives to meet and be in compliance with all Title IX requirements and desires that students be aware of their rights under Title IX. Students are encouraged to review the Title IX material and contact information in the following places:

- BRTC Student Handbook
- Title IX pamphlet available in Student Services
- At the following web address: http://www.blackrivertech.org/about/security/title-ix

Communication Policy

Insert the instructor's communication policy. For example:

Students may contact the instructor via email, Moodle messaging, Moodle forums, office phone, or face-to-face during office hours. Moodle messaging is typically the quickest and most preferred method of communication outside of class time. During the week, you will almost always receive a response within 24 hours. On weekends (i.e., Friday through Sunday), it may occasionally take up to 48 hours for you to receive a response.

All students are automatically enrolled in BRTC's RAVE Alert System, which allows students to receive emergency campus-wide communications and other important information via email. If you would like to receive these messages via text messaging, visit the following website to register your cell phone: https://www.getrave.com/login/blackrivertech.

The REMIND Student Messaging System allows instructors to contact students directly via text and/or email to inform students of class cancellations, announcements, etc. You will receive instructions from your instructor regarding how to sign up for REMIND.

Students are expected to use their BRTC email account for all college-related electronic communications. As such, students are required to check their student email accounts on a regular basis.

Attendance Policy

Insert the instructor's attendance policy: For example:

Prompt and regular attendance and punctuality are expected. You are expected to remain in class the full session, be attentive, and complete homework and/or exams diligently. Excessive absences (more than 2 absences for a class that meets 1 day a week) may result in an "F" for the course unless the student officially drops the class through the registrar. Contact Student Services for the official drop date for the course.

The President may cancel classes in the event of severe weather. Announcements of cancellations will be aired on radio stations KPOC, Pocahontas; KFIN, Jonesboro; KTMO, Kennett, MO; and on television channels KAIT, Channel 8, Jonesboro.

The RAVE alert system gives students and the college community the option of receiving text alerts in case of inclement weather or other class cancellations. To register for this service: http://www.getrave.com/login/blackrivertech.

If the course is an online course, include the instructor's policy for frequency of login. For example:

As an online course, this class naturally lends itself to flexibility in scheduling. *However*, this does *not* mean that students will be able to invest less time or effort than they would in a traditional classroom setting. In fact, online courses are often *more time-consuming* than traditional courses. Students are expected to log onto this course most days of the week and show frequent participation in the course. Please be aware that the instructor will monitor student activity to gauge class "attendance" and participation. *Minimal participation* is defined as logging in to Moodle at least twice per week.

Make-Up & Late Work Policy

Insert the instructor's policy on the acceptance of make-up and late work. For example:

This course is structured in a way to help you pace yourself throughout the semester, and I expect assignments completed/turned in by the specified deadline provided in this syllabus. Except under special circumstances, I will not accept late assignments or allow make-up exams/quizzes.

Student Evaluation of Course/Instructor

Prior to the end of each semester, students will receive an email with instructions for completing an evaluation of their current courses/instructors. Completion of these evaluations is imperative, as information collected is used as an assessment tool for college improvement. These evaluations are completed anonymously, and results are not shared with instructors until after final grades are submitted.

Student Participation in Assessment

BRTC is committed to providing high-quality educational experiences in each of its degree and certificate programs. To ensure that the college is achieving this goal, students may be required to complete non-graded assessment activities and/or exams as a component of successful course or program completion.

Parking Policy

Students are responsible for being aware of BRTC's Parking Rules & Violations, which can be found online at the following URL: http://www.blackrivertech.org/about/security/parking-rules-violations. In addition, BRTC is not responsible for theft or vehicle damages that occur at the college. Students should always lock their vehicles and ensure their BRTC-issued parking permit is properly displayed.

Inclement Weather Policy

Classes will only be cancelled due to inclement weather if a formal cancellation is issued by the President of BRTC. Students are encouraged to sign up for RAVE, which is a text, phone, and email alert system utilized by BRTC that will automatically inform students of cancellations in the event of inclement weather or other emergencies. Announcements of cancellations will also be aired on JACK FM; KPOC; and KAIT.

If the course is an online course, use the following statement in lieu of the one above:

Because this class is entirely online, students are *not* excused from coursework during days/weeks that BRTC is closed due to inclement weather. Rare exceptions may occur, and students will be notified of such exceptions should they occur.

<u>VoiceThread</u>

If the course utilizes VoiceThread, include information related to the use of this application. For example:

VoiceThread is an application for BRTC instructors and students that allows a more interactive, authentic type of communication compared to traditional discussion forums. VoiceThread is not a software product, so students do not have to download anything. The only system requirement is an up-to-date version of Adobe Flash. VoiceThread works on most all computers and mobile devices as long as they have video capabilities. VoiceThread communications will be similar to traditional discussion forums with one important difference: Students will respond to the VoiceThread prompt with either a video or audio response that will be shared with the instructor and classmates. Most VoiceThreads will be limited to 60 seconds, so students will need to carefully plan their VoiceThread comments prior to recording them. Students may re-record as many times as they like before submitting, but submitted VoiceThreads cannot be retracted. Although VoiceThread allows students the option of communicating via text, audio, and video, students will have to use the means specified by the instructor on each VoiceThread assignment in order to receive credit. For example, the first VoiceThread requires students to use video. Tutorials with additional information will be provided to help students become familiar with this application and how it works.

Lockdown Browser & Respondus Monitor

If the course utilizes Lockdown Browser & Respondus Monitor, include information related to the use of these tools. For example:

Lockdown Browser and Respondus Monitor will be used for quizzes taken in this course. Lockdown Browser is a unique internet browser that eliminates the opportunity for students to open other programs/websites or print while they are taking a quiz. Respondus Monitor videos students while they take a quiz to ensure that cheating does not occur. The videos are reviewed by the instructor after the quiz is completed. A link to a short video on these applications is available on Moodle to help students gain a basic understanding of how they work.

Prior to starting this course, students must download Lockdown Browser to all computers from which they will be taking quizzes. Go to http://www.respondus.com/lockdown/download.php?id=192444251 to download the browser. If you do not download the browser prior to taking the first quiz, you will be directed to do so when you click on the link for the first quiz. The same computer(s) on which you download Lockdown Browser must also have either a built-in webcam or an external webcam installed *and operating*. Webcams may be purchased in the BRTC Bookstore with financial aid. Alternatively, quizzes may be taken in the Academic success center—the software and hardware required are already installed on the computers in the lab. To take a quiz online, start Lockdown Browser and navigate to the quiz. You won't be able to access a quiz from a standard web browser. For additional details on using Lockdown Browser and Respondus Monitor, review the Student QuickStart Guide posted on Moodle.

To successfully complete a quiz, you must follow these guidelines:

- Ensure you are in a location where you won't be interrupted.
- Proper lighting is necessary. Avoid bad backlight, and do not take quizzes in the dark—your face must be visible!
- Proper camera angle is essential. You must ensure that your face and testing environment is visible.
- All identifying documents (i.e., student ID, driver's license, etc.) must be clearly visible.
- A proper scan of your environment will be required prior to taking each quiz. This scan should include a clear shot of your working space, demonstrating that you do not have other technology (i.e., smartphones, tablets, other computers, etc.) laying nearby. *You may use your text/notes, but you may not use other technology or another person to help you with your quiz.*
- You must have a good broadband internet connection to avoid connection difficulties.
- Simply concentrate on the exam and answer the questions. Do not worry about being recorded. The video will not be shared with anyone unless it is flagged for suspicious behavior.
- You are allowed to have some background noise (music, TV, spouses, children, etc.) as long as it is not excessive and as long as no one is helping you take your quiz.
- You may have food and/or a drink while you are taking a quiz, but once you have started, you must stay seated and complete the quiz. If you get up/disappear from the screen, you will receive a zero for the quiz.

Violations of these rules WILL affect your grade!

If a violation is noticed, you will be contacted by the instructor. Depending on the severity of the violation, you may receive a zero for the quiz. Occasionally, a warning will be issued, but repeat offenses will not be tolerated. For example, bad backlight issues may get you a warning on the first offense but a zero on the second offense. Repeated documented cheating will result in an "F" for the class.

COURSE OUTLINE

Week	Topic	Assignments	Learning Outcomes

Important Dates	
Faculty Report Back	Jan 8 (M)
Orientation for Spring (first-time & transfer students)	Pocahontas: Jan 11 (R); Paragould: Jan 12 (F)
Martin Luther King Day (No Classes – Admin Office Open	Jan 15 (M)
Classes Begin	Jan 16 (T)
Last Day to Add a Class	Jan 18 (W)
Midterm Exams	Mar 12 – 17 (M – S)
Intent to Graduate Forms Due	Mar 2 (F)
Spring Break	Mar 19 – 24 (M – S)
Registration for Summer I & II and Fall for Returning Students	April 9 (M)
Last Day to Drop a Class	April 13 (F)
Final Exams	May 9 – 15 (W – T)
Faculty Workdays	May 16 – 17 (W – R)
Commencement	May 17 (R)

Disclaimer: This syllabus is intended as a guide for the course and is subject to changes as situations warrant at the discretion of the instructor. The instructor will notify students verbally and/or electronically of changes.