



SOUTHERN CRESCENT

TECHNICAL COLLEGE

Course: [Click here to enter course name.]
Type: [Choose an item.]
Term: [Choose an item.] [Choose an item.]
CRN: [Enter CRN]
Credit Hours: [hours]
Lab Hours: [hours]
Classroom Location: [Click here to enter location]
Class Day(s): [Click here to enter days]
Class Time(s): [Click here to enter time]

Instructor Information:

Name: [Click here to enter name.]

Email: [Click here to enter email.]

Phone: [Click here to enter phone.]

Availability: [List your online and/or office hours. It is a good idea to include a statement for students to contact you to schedule an appointment.]

Response time:

Indicate your approximate turn-around time for responding to emails and voicemails. (the expected turn-around is 24 hours Monday – Thursday and email will be checked sporadically during weekends)

Communication – Student Email and Blackboard Course Messages:

All students receive a student SCTC email account (username@stu.sctech.edu). Students are required to setup their SCTC email account and create a password in order to gain access to their SCTC student email, BANNER, and Blackboard accounts. Any email received from a non-SCTC student email address will not be considered as an acceptable form of communication. It is necessary to communicate through SCTC email or the Blackboard Course Message system for safety and tracking purposes in case of a need to find messages at a future date. This is not optional, it is mandatory. **Please ask your instructor for the preferred channel of communication for this course.**

Student email can be accessed at: <https://www.sctech.edu/currentstudents/student-email/>

Course Description:

obtain from state standards [Knowledgeable Management System Service](#) .

Course Objectives and Course Competencies:

obtain from state standards [Knowledgeable Management System Service](#)

Course Text:

: Name of textbook (include title, author, publisher, edition).

ISBN:

Required/Optional Materials for this Course:

List supplies and/or software required/optional (Windows 7 or higher, Office 365, flash drive, notebook, uniforms, tools, etc.).

[Blackboard supported Browsers and Computer Needs:](#)

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

Every Student's Accessibility Responsibility:

If a student finds any resource (document, video, web-related, audio, etc.) difficult to utilize, the student must immediately notify the instructor of the nature of the difficulty (for example, but not limited to: the resource being difficult to read, hear, see, manipulate, navigate, etc.). The student bears this responsibility and should view this obligation as a critical way through which they can, in the spirit of continuous improvement, partner with the college in delivering the most accessible, effective educational experience possible.

Attendance Policy:

A goal of SCTC is to place dependable, competent employees in the workplace. Students are expected to attend class regularly and to be punctual. Attendance policies are contained in the syllabus of each course. It is the responsibility of the student to read and comply with the attendance policies which affect work ethics assessments. Attendance in a distance education course follows the same attendance policy as the traditional classes offered on campus. Attendance is granted to a student when the student logs into Blackboard and enters his or her course.

Withdrawal from Course:

Students may withdraw themselves from a course for any reason using Banner Web. A "W" will be issued in place of a grade for a withdrawn course. Withdrawals must be done during the designated withdrawal period for the semester as noted on the college calendar. After the withdrawal deadline has passed, students may no longer withdraw from a course. The college will not withdraw the student. If extenuating circumstances occur after the withdrawal deadline that will affect the student's completion of the course, the student should notify the course instructor immediately to determine if any options for completion are available, but the student will not be withdrawn from the course.

If a student wishes to withdraw from all courses, he or she must complete the Official Withdrawal form and must withdraw during the designated withdrawal period.

Dual Enrollment (formerly, Move on When Ready) high school students who wish to withdraw from a course must speak with Financial Aid, their college Dual Enrollment advisor, and their high school counselor.

Academic Grade:

Students will receive an academic grade based on numerical averages. The numerical grade is converted to a letter grade according to the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Computation of Academic Grades: (Example)

Assignments	50%
Team Assignments	30%
Comprehensive Project	20%

Student Assignments, Lectures, and/or Course Materials:

Explain how you conduct your class and distribute assignments. Do you print and distribute assignments? Are assignments in the Lessons tab in Blackboard? Do you conduct lectures on a specific day of the week?

Required Format for Submitting Assignments:

Indicate how you expect assignments to be submitted (using MS Word software, via email, Blackboard's drop box, etc.)

Grading Expectations and Deductions:

Explain how you will grade work (make-up work), deduct points, and other expectations you have regarding assignments. For example: All assignments are to be submitted to Blackboard's drop box on the date specified in the course calendar

Tests are administered using Blackboard. If you fail to take a test during the scheduled timeframe availability, you will receive a grade of zero (0)... OR.... Tests are administered in class. Students who miss testing days will be allowed to take a make-up test on the first day they return to class. Make-up tests are different and contain more questions than original tests.

If Blackboard is down or you experience issues with online assignments, contact me via email. If you contact me over the weekend, you will receive a response on Monday morning.

Academic Misconduct:

Academic misconduct includes, but is not limited to, aiding and abetting academic misconduct, cheating, fabrication, and plagiarism. If you are suspected of academic misconduct, your instructor or any member of the Southern Crescent Technical College community may file a complaint with the Dean. The Dean will complete a preliminary investigation and schedule a meeting with the accused student. After reviewing the evidence and discussing the complaint with the student, the Dean will determine if an academic misconduct violation has occurred. If it is determined a violation has occurred, the Dean will make a recommendation for sanctions to the Vice President for Academic Affairs (VPAA). The VPAA will make a determination regarding sanctions. The student may file an appeal if sanctions are invoked. See the Southern Crescent Technical College Student Handbook, Student Conduct Code, for the complete policy and procedure.

Course Calendar:

First Day of Class

Due Date – August 18
(*Example*) Chapters 1-2 and Article Summary Due

Due Date

Due Date

Due Date

Disclaimer:

The instructor reserves the right to amend or edit any portion of this syllabus at any time.

College Wide Information

Students are responsible for the info in the College Wide Information / Syllabus 2 tab found under the Online Resources tab in [Blackboard](#). This page provides information concerning:

- Important Dates to Remember
- Withdrawal and Financial Aid
- Work Ethic
- Classroom/Lab Policies
- Campus Policies
- Emergency Procedures
- Campus Directory
- Student Resources and Services
- Career Services
- Quality Enhancement Plan
- Equity Statement

Work Ethic:

Southern Crescent Technical College instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students' success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect and teamwork. All students are expected to utilize appropriate work ethic while enrolled. Any student found to have committed misconduct is subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedures published in the [SCTC Student Handbook](#).

Equity Statement:

As set forth in full in its Student Handbook/Course Catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) – Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382.

ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) – Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258.

Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) – Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224.

Technical Education Warranty:

If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer. The Technical Education Warranty applies to any SCTC graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation.