

	FALL SEMESTER 200_ SYLLABUS Course Title Course Prefix, Number, and Section	
Instructor		
Office Hours		
Office Location		
E-mail		
Phone Number		
Academic Division Information	Division Name Chair of Division Office Phone	Dean of Instructional Services Dr. Jim Jolly Office Phone 256-549-8255
Course Description		
Hours		
Days / Time		
Course Type		
Campus		
Building/Room		
Prerequisite(s)		
Corequisite(s)		
Asset/Compass Score		
Required Textbook /eText		
Course Supplies		
Required Computer System Requirements		
Other Required Software or Materials		
Websites		
Blackboard Information		
Course Objectives (These should be the objectives listed in the state wide syllabus)		
SACS Objectives		

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Lab Assistants		
Course Outline		
Course Due Dates		
Evaluation and Assessment		
	Activities	Number of Points
	Exam I	100 points
	Exam II	100 points
	Exam III	100 points
	Exam IV	100 points
	Exam V	100 points
	Projects	250 points
	Total Points	750 points
To Calculate Your Grade	Add all scores you earned in the chart above. Divide by 750. This is your percentage grade. Letter grades will be assigned as follows:	
	<i>Percentage Grade</i>	<i>Letter Grade</i>
	90-100	A
	80-89	B
	70-79	C
	60-69	D
	59 and below	F
Make-up Policy	GSCC Policy - Make up work MAY be provided at the discretion and convenience of the instructor.	
Use of Non-Class Electronic Devices	Devices of this type should be silent and never visible during class time.	
Common College Instructional Policies	The Standard College Policies apply to <i>all</i> classes at the college and are a part of every official course syllabus; each student receives a copy when he or she completes the vehicle registration/waiver procedure. It is also available from the College website, under the link for Quick Links and School Wide Policies or directly accessed with the document located at	

	<p style="text-align: center;">FALL SEMESTER 200_ SYLLABUS Course Title Course Prefix, Number, and Section</p>
	<p>http://www.gadsdenstate.edu/academics/pdf/swpolicy.pdf. It is the responsibility of the student to have a copy of these policies and to abide by them. This class syllabus is intended to give further detail about the policies and expectations in each specific class.</p>
<p>Students with Disabilities</p>	<p>The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 states, “No qualified person with a disability may be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity.” Gadsden State Community College strives to create a welcoming environment and will work in good faith to meet the needs of Its diverse populations. Reasonable and appropriate accommodations will be provided for qualified disabled students, applicants, employees, and visitors unless to do so would present an undue hardship or lower the academic standards of the College. Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations. Campus contacts include: Dr. Danny Wilborn, Gadsden Area, ADA Coordinator (256-439-6912); Ms. Michele Conger, Ayers Campus (256-835-5451); Ms. Cindy Greer, McClellan Center (256-238-9348); or Mr. Chad Steed, Gadsden State Cherokee (256-927-1802).</p> <p>Notice of Facility/Program Accessibility: Individuals with mobility impairments should contact the ADA contact on or nearest their campus to obtain information regarding limitations to physical accessibility of some buildings and programs and to obtain accommodations as needed. Students with mobility impairments are encouraged to contact their campus ADA contact person before completing their academic schedules.</p>
<p>Summary of Civil & Criminal Penalties for Violation of Federal Copyright Laws</p>	<p>Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$4,750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Copyright information can be found under “current</p>

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	students” and “faculty and staff” menus on the homepage and at http://www.gadsdenstate.edu/faculty-and-staff/copyright/index.php .

This section may be a separate attachment.

SCHOOL-WIDE POLICIES

ATTENDANCE POLICY: Attendance is expected. Each student should be punctual and regular in class attendance. Late arrival counts as ½ of an absence. From time to time roll may be called at the end of a class. Students who leave early will miss roll call and be counted absent. A grade of “W” may be assigned to a student who misses more than two weeks of class time during a regular semester (or the equivalent number of hours during a minimester term, a summer term, or a Maymester term) unless there are extenuating circumstances, which accompany **ALL** absences. “Extenuating circumstances” is interpreted narrowly, i.e., to be limited largely to sickness or a death in the immediate family. Work-related circumstances usually will not excuse an absence. For example, in the case of a class that meets three (3) times a week, a student is considered excessively absent after missing **seven (7)** classes or labs. After the **seventh (7th)** absence, a student may be withdrawn from this class and assigned a “W” grade. (The last two statements must be adjusted to cover the specific circumstances of the class being taught.)

INSTRUCTOR ABSENCE POLICY: If the instructor knows in advance that he will be out, a substitute will be sent if possible. If arrangements for a substitute cannot be made, students are still expected to remain in the classroom for the entire class period and to read the assignments or work problems related to the course material. Contrary to the popular collegiate myth, there is no “**10 minutes rule**” whereby students are dismissed if the instructor does not show up within 10 minutes are class is scheduled to start.

STUDENT WITH DISABILITIES: The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against any qualified person regardless of his or her disability. Gadsden State Community College strives to create a welcoming environment and will work in good faith to meet the needs of Its diverse populations. Reasonable and appropriate accommodations will be provided for qualified disabled students, applicants, employees, and visitors unless to do so would present an undue hardship or lower the academic standards of the College. Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations. Campus contacts include: Dr. Danny Wilborn, Gadsden Area, ADA Coordinator (256-439-6912), Ms. Cindy Greer, McClellan Center, ADA Coordinator (256-238-9348), Ms. Michele Conger, Ayers Campus, ADA Coordinator (256-835-5451) or Ms. Diann Cruickshank, Cherokee County Area (256-927-1802).

SEXUAL HARASSMENT AND DISCRIMINATION POLICY: Gadsden State Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes herself or himself to be subjected to such sexual harassment, intimidation, and/or exploitation should immediately bring the matter to the attention of Ms. Michele Bradford, Title IX Coordinator, Joe Ford Center, P. O. Box 227, Gadsden, AL 35902-0227, 256-439-6822, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to

coordinate the investigation of such complaints.

MAKEUP POLICY: Makeup work is scheduled at the convenience of the instructor after documented reasons for the missed work have been accepted by the Instructor and Division Director/Chair.

ASSIGNMENTS: Students are expected to spend **two-three hours** outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day.

ACADEMIC PREPARATION: A student's success in this course depends, to some extent, on his/her previous academic preparation.

ACADEMIC MISCONDUCT: Academic misconduct such as cheating and plagiarism is not permitted. Suspected cases of academic misconduct or dishonesty will be reported to the Dean of Instructional Services and may result in the student receiving a failing grade for the course.

COMMUNICATION DEVICES: All communication devices that make noise (i.e., pagers, cell phones, etc.) must be turned off during class. Any disturbance caused by such devices can result in the student being dismissed from class.

AUDIO AND VIDEO TAPING: With permission of the instructor, students may record portions of the class lectures or discussions. Additionally, this class may be videotaped at any time by the instructor or other representatives of the College.

TO OBTAIN GRADES: In accordance with Gadsden State Community College policy, grades will not be posted. Grades also will **NOT** be given out in person or over the phone. A student needing to know his/her grade before receiving the Gadsden State Community College official grade report must bring a self-addressed, stamped envelope to the instructor by the last class day. After grades are posted on the computer, students may obtain their grades by calling 256-549-8290 or 800-746-6472. Students may also obtain their grades by logging onto the Gadsden State Web site at www.gadsdenstate.edu.

DOWNLOADING MUSIC: It is illegal to download music through the college computer network system. Students who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts. Additionally, Gadsden State Community College "Policies on Computer Use and Internet Access" published in the *College Catalog and Student Handbook* states the following: Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Respect for intellectual property or copyright, ownership of data, security measures, and personal rights and privacy must always be demonstrated.

EMERGENCY PROCEDURES:

Medical emergency: Call 911 or ask your instructor or other Gadsden State Community College staff member to make the call, and then call the campus security officer at (256) 312-2132.

Fire: Emergency exits are marked in hallways. Go to the nearest exit and evacuate the building. College personnel will direct you when it is safe to return to the building.

Tornado or other weather emergency: A continuous horn will be sounded for thirty (30) seconds. All faculty, staff and students should proceed to the first floor of any building and seek shelter in an interior hall or office away from windows. Individuals should not go to their cars. Everyone should stay inside until a college representative notifies you that the danger has passed.