**NORTHEASTERN OKLAHOMA A&M COLLEGE
SYLLABUS**

**Mission:** Northeastern Oklahoma A&M College is dedicated to providing opportunities
that promote excellence in learning, service, and leadership in a global society.

# COURSE AND CONTACT INFORMATION

|  |  |
| --- | --- |
| Course Prefix, Number & Name: |  |
| Semester: |  |
| Credit Hours: | (Replace this text with the number of total credit hours, the number of theory hours, the number of lab hours, and/or the number of clinical hours as stated in the college catalog course descriptions) |
| Class Meeting Day & Time: |  |
| Mode of Delivery: | Online |
| Instructor Name: |  |
| Office Location: |  |
| Office Telephone Number: |  |
| Campus Email Address: |  |
| Alternative Contact Information: | (Replace this text with any other forms of communication.) |

**Office Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |

**Course Description**

(Replace this text with the course description as stated in the College Catalog.)

**Course Prerequisite or Co-requisite:** (Replace this text with any prerequisites or co-requisites as stated in the College Catalog. State none if there are no prerequisites or co-requisites.)

**Student Learning Outcomes**

Upon successful completion of this course, students should be able to:

1. (Replace this text with the approved course student learning outcomes; if you are uncertain of approved outcomes, contact your department chair.)
2. ……

**Required Course Materials**

**Required Textbook or Textbooks**

Textbook Title:

Textbook Author:

Textbook Publisher:

Textbook Edition/Year:

Textbook ISBN#:

**Optional Course Materials**

(Replace this text with any required publisher resources your students must access or purchase. Make sure links are active and that the access code information is accurate. Delete this category if you do not require publisher resources)

**Required Publisher Resources**

(Replace this text with any required publisher resources your students must access or purchase. Make sure links are active and that the access code information is accurate. Delete this category if you do not require publisher resources)

**Communications**

(Replace this text with your communications policy for this course. You may use ALL or any part of the sample below)

Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement is posted indicating my lack of availability, you should receive a response to your email within 24-36 hours. If you haven’t received a response within 36 hours, please email again just in case I overlooked it.

Since we will not be meeting face to face and, as an adjunct, I do not have an office at the college, all correspondence must be conducted online. If you have a question that is relevant to others in the class (questions about assignments, for example), please post your question to the response/discussion board under the *General Course Questions* forum. If your question is applicable only to you individually, send me an email at instructor@neo.edu. For example, if you have a question about your grade, email me, but if you have a question about the grading system, post it to the discussion board.

**Expectations for an Online Course**

Face-to-face classes meet for three hours a week, and that amount of time does not include the time devoted to outside assignments. You should expect to spend six to nine hours per week, maybe more, working on assignments for this course.

Assignments will be posted in Weekly Modules in Canvas.

You will have the Saturday of one week to the Sunday of the next week to complete most assignments. That is nine days! Do not wait until the last minute to submit your assignments!!! Sometimes Canvas is down due to regular maintenance and other issues, which means it may not be available during the time you want it to be. In addition, your computer or internet connection may not be working when you need them to be. Give yourself plenty of time to submit your assignments.

**Grading Policy/Course Measurements**

(Replace this text with a clear statement fully explaining how the course grades are calculated. The points, percentages, and weights for each component of the course grade should be clearly stated. The relationship(s) between points, percentages, weights, and letter grades should be explained. You may use ALL or any part of the sample below.)

E*xample:*

 **Grading Scale:**

|  |  |  |
| --- | --- | --- |
| GRADE | PERCENTAGE | POINTS |
| A | i.e. 90% - 100% | i.e. 1800-2000 |
| B |  |  |
| C |  |  |
| D |  |  |
| F |  |  |

***Course Measurements:***

|  |  |  |
| --- | --- | --- |
| Assignments | 400 points | 8 Assignments X 50 points (submitted in Canvas Assignments) |
| Unit Exams | 500 points | 5 Exams X 100 points (major exams) |
| Quizzes | 400 points | 8 Quizzes X 50 points (quizzes will be taken in Canvas) |
| Discussion Board | 400 points | 10 discussion board assignments X 40 points (discussion board in Canvas) |
| Unit Reviews | 200 | 8 units X 25 points (submitted in Canvas Assignments) |
| Final Exam | 100 points | Taken on campus or by Examity |
| **TOTAL** | **1850 points** |  |

(Replace this text with a **description** of the major graded items such as essays, projects, research paper. For example, expectations for number of pages or words, number of sources, citation style, font, margins, cover page, how to submit using the Canvas Assignment tool or in class, etc. Also, please include a sample of the grading rubic or assessment that is used for the major assignment)

**Final Exam**

(Replace this text with the date and time for the final exam in this course section. You may use ALL or any part of the information provided below for Examity and Respondus to establish your policy)

The *proctored final exam* for this online course will be available beginning on Saturday, December 10 @ 8 am and will close on Tuesday, December 10 at 11:59 pm. You may access NEO’s [Final Exam Schedule](http://www.neo.edu/academics/class-schedule/final-exam-schedule/) to view scheduled days and times for face to face courses.

 **For this course, you may take the FINAL EXAM in one of two ways:**

* Come to campus on one of the scheduled exam dates. You will be given a choice between several dates and times to take the exam. DATES and TIMES will be provided at least one month before FINALS week so that you have adequate time to plan.
* If you are unable to take the FINAL exam on the dates and times provided on campus, you may take the exam from a distance on your computer. **The exam** **must be proctored**. To have your exam proctored from a distance, you will need to use [Examity](https://www.examity.com/faq/test-takers/), an online resource embedded in your course. You will be required to pay a fee of $12 per hour to Examity if you choose to use their services. This is not a fee to NEO College. Examity requires that you have a webcam, microphone and speakers. You may access detailed instructions to establish your account and schedule your live proctored exam with Examity in the Start Here Module of your course.
* Some exams may be proctored using [Respondus](https://web.respondus.com/respondus-lockdown-browser-the-student-experience/), an online resource embedded in your course. You may access detailed instructions for Respondus in the Start Here Module of your course.

**Late Work**

(Replace this text with your specific policies for late work and missed work. You may use ALL or any part of the sample below)

Assignments are due *when they are due*. Assignment due dates will be clearly stated in the Course Schedule. To receive full credit for an assignment, you must turn it in when it is due. However, you will be allowed a grace period of 24 hours from the time of an assignment due date. If you submit an assignment during this grace period (generally from midnight on Sunday night to 11:59 pm on Monday night), you will receive credit for the assignment, but ***thirty*** *points will be deducted from your assignment grade*.

If there are extenuating circumstances (car accident, death in the family, bear attack, etc.) that prevent you from submitting an assignment on time, **please let me know at least two hours *before the assignment is due* via email**. Understand that since most assignments are due by midnight on Sunday night, I may not respond immediately to your email. You might not receive a response until the following day.

**Extra Credit**

(Replace this text with your specific policy for extra credit; if you do not allow for extra credit, delete this section. You may use ALL or any part of the sample below.)

No extra assignments will be given at any time during the semester to “bring up your grade!” Work diligently from the beginning and complete every assignment as if *it* is worth extra points that will raise your grade!

# COURSE POLICIES

**Attendance Policy**

(Replace this text with a clear statement fully explaining the attendance requirements for the course. If lack of attendance or active participation will have a direct impact on the student’s grade, clearly explain the impact. For example, the final grade lowered because of the number of student absences. You may use ALL or any part of the sample below)

In an online course, students are expected to be highly self-motivated. Enrollment in this course obligates you to attend the “online” class and to participate in “online” class activities and assignments. Check into your course using Canvas and check your NEO email daily for updates and important announcements.

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, *and* participating in discussion forums. Participation or lack thereof will affect your grade and may also affect your financial aid.

Although I will put general class announcements on Canvas, I will send individual messages to your email account. You are required to use your NEO student email. All official communications from the college will be sent to your NEO email.

Please include your name in the body of every email you send to me.

**Netiquette**

(Replace this text with your expectations for netiquette. You may use ALL or any part of the sample below)

Netiquette, or internet etiquette, are guidelines for maintaining civil and professional communication in an online environment, which includes participation in coursework and email exchanges. Written communication will be conducted using appropriate netiquette and using standard business English.

Here are a few basic guidelines:

* Be polite and respectful
* Do not use ALL CAPS in the online environment as this is considered “’shouting.”
* Keep comments and questions relevant to the discussion. Do not reply to comments or questions that are inappropriate or off topic.
* Model the same manners online as you would when speaking to someone in person

**Other Classroom Policies**

(Replace this text with any other specific classroom policies i.e, cell phone usage for hybrid deliveries. If you do not have additional policies, delete this section.)

# COURSE CALENDAR

(Replace this text with the course specific teaching calendar. Students should be made aware of what requirements are expected and when those requirements are due. The calendar can be by week, i.e., Week 1. **Class preparation** is items such as reading assignments, viewing a video before class, etc. Items to include in the **assignment column** would be unit exams, projects due, papers due, drafts of papers due, etc. A statement will be included at the bottom of the calendar that reads, “The instructor reserves the right to alter this calendar in any way during the semester with full disclosure to the student.”)

**COURSE SCHEDULE\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TOPICS COVERED** | **CLASS PREPARATION** | **ASSIGNMENT** | **DATE DUE** |
| Week 1 – 08/21 – 08/27 | Introduction to Medical Terminology | Read Chapter 1Watch Course Navigation Video | Post an Introduction – Discussion BoardTake Pretest | 08/2708/27 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(Here is a second example of the Course Schedule if you prefer to include your Alignment Table in this section)**

**COURSE SCHEDULE\***

**Course Level Student Learning Outcomes (Insert Here)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **TOPICS COVERED** | **CLASS PREPARATION** | **ASSIGNMENT** | **DATE DUE** | **Course Level Student Learning Outcome** |
| Week 1 – 08/21 – 08/27 | Introduction to Medical Terminology | Read Chapter 1Watch Course Navigation Video | Post an Introduction – Discussion BoardTake Pretest | 08/2708/27 | 1,3,7 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*The instructor reserves the right to alter this calendar in any way during the semester with full disclosure to the student. (ADD this statement regardless of which Course Schedule you opt to use)