**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#:

**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)

**Other Required Materials**

(Replace this text with any additional required course materials; delete this category if you do not require additional materials)

(Note: If you do not require a textbook and/or you do not use any required publisher resources, then delete the information and links and replace with your specific instructions.)

**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.)

**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 (exams taken in class) |
| 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 in class |
| **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 such as Canvas Assignments or in class, etc.)

**Final Exam**

(Replace this text with the date and time for the final exam in this course section.)

**Late Work and Missed Test**

(Replace this text with your specific policies for late work and missed work.)

**Extra Credit**

(Replace this text with your specific policy for extra credit; if you do not allow for extra credit, delete this section.)

# COURSE POLICIES

**Classroom 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 was lowered because of the number of student absences. If you plan to use the Administrative Withdrawal procedure, please use the language below.)

Students are expected to attend class regularly and participate fully in the activities of each class. Regular class attendance is important to success in college and is the responsibility of the student. Students not attending class regularly may be Administratively Withdrawn from a course.

All absences are considered unexcused until made up according to the instructor’s make-up policy. Students who are required to participate in official college activities necessitating absences from class must meet with their instructors prior to the events and arrange to make up all work missed during the absence.

**Artificial Intelligence Use Policy**

(Replace this text as desired, Faculty are free to set their own policies regulating the use of AI tools in their courses.  This policy should be clearly communicated and consistent with NEO policy and can be defended if students appeal any applied penalties.)

(Replace this text with any other specific classroom policies i.e, cell phone usage. 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 1  Watch Course Navigation Video | Post an Introduction – Discussion Board  Take Pretest | 08/27  08/27 |
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**(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 1  Watch Course Navigation Video | Post an Introduction – Discussion Board  Take Pretest | 08/27  08/27 | 1,3,7 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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\*The instructor reserves the right to alter this calendar in any way during the semester with full disclosure to the student.