** COURSE SYLLABUS**

Enter high school name and high school logo

**COURSE INFORMATION:**

COURSE TITLE**:** Click to enter Course TitleSEM/ YEAR**:** Click to enter Semester & year

DEPT/COURSE #:Click to enter Dept. Prefix INSTRUCTOR**:** Click to enter Your Name

OFFICE**:** Click to enter Office NumberOFFICE HOURS:Click to Office Hours

PHONE:Click to enter Phone Number E-MAIL**:** Click to enter Email Address

CREDITS:**\_** Click to enter Course Credits

**TEXTBOOK:**

**COURSE DESCRIPTION:**

Copy and paste this information form the Master Course Outline (MCO)

COURSE OBJECTIVES**:**

The student will:

Copy and paste this information form the Master Course Outline (MCO)

READING or OTHER ASSIGNMENTS**:** (readings, films, etc. – optional)

*

ASSESSMENTS:(Exams or Written Assignments)

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ATTENDANCE POLICY**:**

GRADING**:**

**RELATIONSHIP OF COURSE OBJECTIVES TO ASSESSMENTS:**

Note: the Higher Learning Commission requires the inclusion of Student Outcomes on the faculty syllabus. Student outcomes should be copied exactly from the MCO. The following table is an example of how faculty could incorporate this into their syllabus. The table asks you to list the Objectives and Student Outcomes from the MCO for your course. In addition, you could also include the assignments and assessments that coincide with those objectives/outcomes (these last 2 columns are optional).

|  |  |  |  |
| --- | --- | --- | --- |
| ObjectivesStudents will be able to: | OutcomesThe student will successfully: | Related Assignments (optional) | Related Assessments (optional)  |
| Info from MCO | Info from MCO | Enter here what is assigned to read, write, view, etc., that meets this objective. | Enter here the exam, paper or other assessments that meet this outcome. |
|  |  |  |  |
|  |  |  |  |

**INSTITUTIONAL LEARNING OUTCOMES:** (REQUIRED information – these are the new institutional learning outcomes now required by HLC. Check the box of any of the outcome for which your class fulfills the ILO)

This course addresses the following Riverland Institutional Learning Outcome(s): *(check all that apply)*

 ILO 1: critical thinking   *(Core Theme Goal 2)*

 ILO 2: awareness of the larger global community*(Core Theme Goal 7 or Goal 8)*

 ILO 3: ethical, engaged citizenship*(Core Theme Goal 9 or Goal 10)*

 ILO 4: communication and collaboration  *(Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration)*

**COURSE SCHEDULE AND CREDIT HOUR BREAKDOWN: (REQUIRED information – this is new.** HLC requires faculty to inform students how the number of credits for each course translates into hours of student attendance/study time. Riverland’s Credit Hour Policy may be found at: <https://www.riverland.edu/riverland/assets/File/policy/3000/3000%20Credit%20Hour%20Policy.pdf>

This is basically what we have already told students at the beginning of the semester – students are expected to spend 3 hours/credit on class time, completing assignments and studying. Here are some examples of statements that can be used in this area.

Example #1: In order to fulfill the objectives of this 3 credit course, students are required to participate per week in 3 hours of lecture on campus and 6 hours (2 hours per credit) of study outside of campus attendance.

Example #2: In order to fulfill the objectives of this 3 credit hybrid course, students are required to participate in 1.5 hours of lecture attendance on campus and an additional 7 ½ hours of study outside of campus per week

Example #3: In order to fulfill the objectives of this 4 credit class, students are required to attend 3 hours of on campus lecture and 2 hours of on campus lab with an additional 8 hours (2 hours per credit) of study outside of campus class and lab time per week.

Example #4: In order to fulfill the objectives of this online 3 credit course, students are required to spend 9 hours (3 hours per credit) of study time per week completing the assignments listed in the syllabus.

**REQUIRED ADDITIONAL COURSE INFORMATION:**

ADA Statement**:**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor or Student Success Center during the first week of class of any accommodations needed for the course. This information will be made available in alternative format, such as Braille, large print, or cassette tape, upon request.

[**https://www.riverland.edu/student-services/accessibility-services/**](https://www.riverland.edu/student-services/accessibility-services/)

Riverland’s disability policy can be found at <http://www.riverland.edu/policy/1000-Administration/Americans-with-Disabilities-Act.pdf>

(The statement I use is “*Students who have a disability which might affect their performance in class are asked to notify the instructor within FIVE days of the beginning of the semester if appropriate accommodations are to be made.*

* *Course information will be made available in alternative format, such as Braille, large print, or cassette tape, upon request.*
* *All video content in this course is Close Captioned.*
* *All text .pdf files in this course are saved as accessible to screen readers.)*

Veteran’s Statement**:**

*Riverland is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with schedule course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Veterans Services Office at 507-379-3323.*

*Information about Riverland’s center and services offered can be found at* [*https://riverland.edu/admissions/veterans-resource-center/*](https://riverland.edu/admissions/veterans-resource-center/)

*More information for Procedure 5.12.1 (Minnesota State’s Veteran’s policy) can be found at* [*https://www.minnstate.edu/board/procedure/512p1.html*](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.minnstate.edu%2Fboard%2Fprocedure%2F512p1.html&data=02%7C01%7Cpamela.ruble%40riverland.edu%7Cbd0327c4c6174135c0ad08d83f9f37b2%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637329300484229002&sdata=O3Su69U3cXUBkRoLFeQVBPGN1a43TC8AW5gvEY3ireg%3D&reserved=0)

## School Closing Procedures:

Place school closing procedures here.

**OPTIONAL COURSE INFORMATION:**

**Emergency Procedures:** (include procedure from your school)

**If you have a disability and need accommodations to participate in this course, please contact your instructor as soon as possible.**

**Course requirements and schedule are subject to change at the instructor’s discretion.**

**Important Dates:**

**Semester/Weekly Schedule:**

**Technology Requirements:**

**D2L/Brightspace:**

**Other:**

ACADEMIC OR OTHER DIFFICULTIES: If at any time during the semester you are having academic difficulties or are thinking about withdrawing from the course, please contact the instructor immediately. If you are having personal difficulties or problems preventing you from being successful, contact the counselors at your school.

Academic Integrity Statement**:**

Plagiarism and other academic or student misconduct will result in disciplinary action including, but not limited to, receiving a score of ‘0’ on the plagiarized assignment or being expelled from the course. See the Student Handbook for the Riverland Academic Honesty Policy:

<https://www.riverland.edu/about-riverland/policies-and-procedures/>

## ACCOMMODATIONS**:**

*Riverland Community College, a proud member of the Minnesota State, is an affirmative action, equal opportunity educator and employer.  This information will be made available in alternative formats such as braille, large print, or audio upon advanced request by calling 507-433-0600 (TDD 800-627-3529).*

*Students who have a disability, which might affect their performance in class, are asked to notify the instructor within FIVE days of beginning of the semester if appropriate accommodations are to be made.*

***OTHER:*** *( The other information listed is recommended but not required by Minnesota State or Riverland.)*

*In the case of possible faculty absence, please go to the Riverland Community College website at* [*http://www.riverland.edu/current-students/*](http://www.riverland.edu/current-students/) *for further information and/or instructions.*

*Official communication mechanism is Riverland’s assigned email: @my.riverland.edu*

*Course material, testing requirements and grading subject to change at the discretion of the* *instructor.*