

[Course Prefix #####: Course name]

[Semester Year]

Course Syllabus Template

Instructions for reading and using this course syllabus template:

- Make your own copy of this document by selecting **File > Save As > Download a copy**.
- Begin with Essential Sections and add other sections as per the needs of your course. You can choose where to insert optional sections.
- Course Specifics: rewrite the bracketed content in your own voice for your specific course.
- Delete the first page of this document.
- Find all brackets and replace with appropriate information: “CTRL+F/CMD+F [“
- Consider downloading the document as a Microsoft Word Document (.docx) and using the accessibility checker to fix any errors. You can then export the document as an accessible PDF. Alternatively, you can download the document as a PDF.
- Once completed distribute to students (for example, on D2L or in-person).
- Upload copy to Dean’s Desk on D2

[Course Prefix #####: Course name]

[Semester Year]

[Essential Content]

Course Information

[Course Title]

Credits: [Lab/Lecture/OJT]

[Cross-listings]

[Semester and Year]

[Primary synchronous class meeting times (days/times/time zone)]

[Other synchronous meeting times, such as sections, labs, or studios (days/times)]

[Course Modality Language: In-Person, Videoconference, HyFlex, Hybrid,

Synchronous/Asynchronous]

[Minnesota Transfer Curriculum-Goal Areas]

Prerequisites: [none]

Co-Requisites: [none]

Instructor Contact Information

Course Instructor:

[First Name Last Name] ([she/her] pronouns)

Office number and campus: [TRF/EGF/AVIA]

Email address: [howdy@northlandcollege.edu]

Office phone number: [1-800-959-6282]

[Statement about how your students should address you, e.g. You may call me "Professor Pioneer" in writing and when we talk.]

Student (Office) Hours:

[Tuesdays 11:20-12:30pm Central or by appointment if you prefer to talk 1:1 (email me)]

Course Overview/Description

[Copy/paste from the Common Course Outline]

Course Learner Outcomes

[Copy/paste from the Common Course Outline]

Minnesota Transfer Curriculum (MNTC) Goals

[Copy/paste the appropriate MNTC Goals, if applicable]

Course Materials

[Designate required, recommended, optional, or no materials.

Books

Equipment

Computer Requirements

Recording Equipment

D2L Brightspace

Kaltura MediaSpace]

Coursework and Grading Scheme

[This course is worth [number] credits, which means you may be asked to complete up to [12] hours of work per week, including class time. Between weekly participation in whole-class meetings and lab, this leaves about 8 hours of work outside of class. The class schedule in the last section of the syllabus highlights assignments and due dates so that you can plan your work for the semester accordingly.]

[Insert course grade scheme like a table or list.]

Course Policies

[Presence and Participation]

[Insert relevant content]

[Classroom Climate Expectations]

[Insert relevant content]

[Deadlines and Late Submissions]

[Insert relevant content]

[Course Policies for Use of Generative AI (Artificial Intelligence)]

[Insert relevant content]

[Late Homework Policy]

[Insert relevant content]

[Exam Policy]

[Insert relevant content]

[Class Cancellations]

[Insert relevant content]

[Required Content]

Course Structure

[This course will be facilitated through a combination of class meetings and material posted on D2L Brightspace. Our D2L website can be accessed through the Northland website or this direct link: <https://nctc.learn.minnstate.edu/d2l/login> Announcements will also be made through the D2L site.]

Course Expectations

What you can expect from me

[Explain to students how you will run your course.]

[In online teaching and learning environments of any kind, (asynchronous, synchronous, blended/hybrid, HyFlex), regular and substantive interactions (RSI) should include some of the following:

- Response Times
- Regular Announcements
- Detailed and Timely Feedback
- Email Response Time
- In-Class Discussion and Discussion Responses Online
- Interactive Content (quizzes, videos)
- Pre-Recorded Lectures
- In-Person Class Follow-up
- Zoom Meetings
- Questions Post
- Detailed Rubrics]

What I expect from you

[Explain to students what you expect.]

[Variable by Course Content]

[Use of Generative AI]

[It is unacceptable to submit the work of another person or chatbot as your own. If you quote, summarize, paraphrase, or use the ideas of another, you must accurately attribute that information. If you do not acknowledge the source, you are plagiarizing in the world of AI. The assignments in this course are constructed in such a way that AI is not able to provide what the rubrics are asking for.]

[Content Advisories]

["**Please be aware that this** *[item, e.g., text, video]* **contains** description of what might be upsetting, e.g., expletives; depiction of gender-based physical abuse; offensive racial epithets."]

[Best Practices for Course Learning]

[Learning how to learn effectively is a skill unto itself! To get the most out of our course learning experience, I recommend the following:

- If possible, attend all class meetings and be fully present and engaged.
- Take notes on what you read, either directly in the book or somewhere else, and jot down all your questions.
- Test yourself on what you have read by trying to summarize key points without looking back at the text.
- Ask questions! During class, in office hours, and asynchronously over email or D2L Brightspace.]

[Required College Content]

Student Handbook Link

The handbook contains the policies and procedures that relate to many aspects of your life as a student at Northland. Whether you study on campus or online, membership in the Northland community brings the responsibility of becoming familiar with these policies.

<https://www.northlandcollege.edu/students/student-handbook/>

Academic Accommodations

Northland Community & Technical College is committed to providing equitable access to learning opportunities for all students. If you are a student with a short-term or long-term disability and need reasonable accommodation to participate in class and complete course requirements, contact the Academic Success Center (ASC) as soon as possible. The ASC works with students confidentially and does not disclose any disability-related information without their permission. For further information about services for students with disabilities, contact the ASC at 218-683-8561 or visit office 205 on the Thief River Falls campus or 580D on the East Grand Forks campus.

Cory Floden, Interim Director of Academic Success Center

Cory.floden@northlandcollege.edu

218-793-2446

Chris Fossum, Accommodations Specialist

Chris.Fossum@northlandcollege.edu

218-686-8564

Tutoring

The Academic Success Center offers tutoring to all Northland students free of charge. Tutors work in office suite 205 on the Thief River Falls campus, offices 578, 579, and 580 on the East Grand Forks campus, or online via Zoom. Students can register for a tutor account here: <https://northlandcollege.mywconline.com/>

Basic Needs Statement

Students encountering difficulties in meeting their fundamental needs are encouraged to connect with Northland staff and instructors. These essential needs may include

housing, mental and physical well-being, food insecurity, safety, and financial issues. Beyond the familiar faces you regularly encounter, Northland offers the support of a Dean of Students and a Counselor. We strongly encourage you to reach out to someone at Northland; we are here to assist you.

Counselor, Rebecca Johnson 218-683-8543
Interim Dean of Student Success, Sara Johnson 218-683-8560

<https://www.northlandcollege.edu/students/student-basic-needs/>
<https://www.northlandcollege.edu/about/offices/counseling-services/>

Diversity Statement

It is an integral part of Northland Community & Technical College's mission to acknowledge, understand, value, and celebrate the diverse heritage, cultures, and individuals within our learning environment and communities. The college views diversity as an essential component of the educational experience of our students. Diversity is an indicator of our success in adapting to the dramatic demographic shifts that will occur in the decades ahead.

Mental Health Statement

Students may experience stressors that impact their personal well-being and academic success. Northland students have access to counseling services via the Northland counselor and can utilize these services for mental health support, academic support, career development guidance, and much more. For more information on these services, visit <https://www.northlandcollege.edu/about/offices/counseling-services/>. Students seeking immediate mental health support should contact the mental health support line at 9-8-8.

Academic Dishonesty Statement

Policy 3072: Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person's work (either word for word or in the substance of an idea) as one's own work. Plagiarism, cheating, and possession and/or distribution of un-administered examinations may be handled as a scholastic matter (i.e., failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.

- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

Reports of academic dishonesty are filed with and reviewed by the designated Academic Affairs Administrator in accordance with Procedure 3072P.

[Course Schedule]

[You may elect to include your course schedule in your course syllabus. If you do not include your course schedule in your course syllabus, please state where the schedule is available. Please submit the schedule (even as a separate document) when submitting your syllabus to the Dean's Desk.]