The following on-campus Syllabus template consists of a variety of Quality Course Standards**.** Make sure to replace example text with your information where applicable and DELETE read directional text as well as the words “**Example**”. Delete this top highlighted explanation section too.

# Syllabus

*Please be sure to read all pages of the syllabus which is your reference guide to this course.*

## Contact & Course Information

**Place course and contact information here, use example and replace with your own info.**

**Example**

XXXX is designed to develop communication skills, both as a presenter and as a listener. We will focus on reasoning and critical thinking as well as forms of support and organization. Students will create and present speeches that are focused on the effective delivery of content. Students will also analyze speeches in order to become better at critical reasoning.

### Meet the Instructor

* Instructor Contact Info
  + First Name
  + Email: xxxxx@brazosport.edu
  + Telephone number: xxx-xxxx
  + Additional contact: xxx-xxxx (Division Secretary)
  + Office Hours: **Faculty should consider how and when they will be available to students, both on-campus and online. In addition to on-campus office hours (required), you may also host online office hours in Zoom, or other software, which is highly recommended.**
  + Zoom Office Hours: (if applicable)
* About the Instructor

*Example: I have been teaching courses in public speaking since 2005. I have a B.A. in Speech Communication from Sam Houston State University, a M.A. in Communication Studies from Louisiana State University, and a M.Ed. in Curriculum and Instruction from Lamar.*

## Course Materials

**Place course material information here, use example and replace with your own info.**

**Example**

### Required materials:

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

* + *Access to xxxxxxx text book title (*also include web address if applicable*)*
  + *Access code electronic resources or book (will be sent to you during first week of class)*
* Non-Required materials*: Course Hardback Textbook, course calculator, safety googles*

### Additional materials & Tools:

* + *Composition book for in-class journaling*
  + *An active and current college email address* 
    - *Using a word processing program such as Microsoft Office*
* *Required course materials are available at the Brazosport College bookstore, on campus or online at http://www.brazosport.edu/bookstore. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.*

## Course Objectives and Learning Outcomes

**In this section provide a bulleted list of course objectives (describes what will be covered in the course) and student outcomes (a detailed description of what a student must be able to do at the conclusion of the course). Module objectives can be placed in the “Description” area in the Content area of the course.**

**Use example and replace with your own info.**

**Example**

*You will be able to:*

* *express ideas through the use of xxxxxxx.*
* *express ideas using xxxxxx.*
* *express ideas using xxxxxx.*
* *express ideas using xxxxxxx.*

## Student Expectations

**This area should contain a bulleted list of general and course specific expectations for your students. Use example information and replace with your own info.**

**Example**

You will or need to:

* attend class each week and arrive on time (participation is part of your course grade).
* use the Syllabus as your guide.
* ask questions - don't wait.
* read course materials.
* actively participate in class discussions and activities.
* think critically.
* treat others with respect and engage in a manner consistent with the Student Code of Conduct for any class activities.
* use proper "netiquette" ([view netiquette page](https://online.brazosport.edu/shared/Documentation/netiquette.html)) when emailing instructor and other peers.
* meet all assignment and testing deadlines.
* be self-motivated and disciplined.
* work with others in a fair and kindly manner.
* ***Exams:*** *show up prepared to complete the exam with all required materials.*
* ***Discussion activities:*** *engage in classroom discussions.*
* ***Homework/Review:*** *do homework/review as needed and assigned in course schedule/syllabus.*

## Course Overview & Structure

**Provide a detailed overview of the course. Use example information and replace text with your own info.**

This is a face-to-face course and as such you are required to attend sessions and participate in class activities on-campus. The course falls under a 15 week semester format.

### Communication

If you have any questions, you may contact me using your BC email or by phone during office hours.

### Instructor Response Times

I will respond to critical questions within 24 hours. All assignments should be graded and feedback entered within 48 hours of the assignment being turned in with the exception of major projects and/or papers (those may take up to a week).

### Testing

* Testing will take place during the regular class period. Any student who misses will need to schedule to take the test at the testing center.
* You are allowed to use your text book and notes while testing.

### Assignment submissions

Unless otherwise indicated all assignments will be submitted during class on due dates specified in the Course Schedule located further down on the page.

## Course Schedule

**Provide a detailed schedule for readings, discussion posts, dropbox and exam submissions. Use a consistent due date for all activities so students become accustom to turning in specific types of assignments on the same day and time.**

**Use example information and replace text with your own info.**

**Example***:*

*This schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students' interests and progress.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Week-M/W*** | ***Date*** | ***Topics*** | ***Assignments*** | ***Due Dates*** |
| Week 1 |  | * Course Intro * Syllabus Review * Course Policies * Grading * Resources (tutoring) | * Get to know your classmates (round table discussion, includes student course expectations) * Syllabus Quiz * Text book Chp 1-3 | Quiz and readings due Wednesday, August 10 at end of class. |
|  |  | * Review/Q&A * Topic Presentation * Group Intros & Project | * Check Knowledge Journal * Group Project meeting 1 * Case Study prep * Text book Chp 3-6 | Journal & readings due Wednesday August 20 at end of class. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Week 6 |  |  | * Review & Midterm |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Week 15- |  | * Lecture & Final Review * Everything is due! | * Final |  |

## Grading Criteria

**Place your grading criteria information here, use example information and replace text with your own info. If using Rubrics include these here as well.**

Students are required to complete all Activities (assignments), participate in class discussions and turn in all work according to the stated deadline. Attendance and participation is crucial for success in this course. College instructors expect students to spend time outside of “class” as well, through reading, writing, and studying course material.

Specifically, for every hour you are in “class” you need to study for two-to-three hours. This means working on this class material for approximately one hundred hours outside of “class”. This is college!

|  |  |
| --- | --- |
| **Guided Readings** | 15% (1 will be dropped) |
| **Class Participation (journals)** | 10% (1 will be dropped) |
| **Review Speech** | 5% |
| **Main Speeches (Informative/Persuasive/Final)** | 30% |
| **Midterm/Final** | 20% |
| **Speech Workshops** | 5% |
| **Speech Analyses** | 15% |

A- 90-100 points  
B- 80-89 points  
C- 70-79 points  
D- 60-69 points  
F- 59 points or less

## Course Activities

**Place your specific information about the types of activies to be graded and how they relate to the overall grading scheme of the coruse here.**

**NOTE: if proctoring exams using Learning Services should be included in this section as well.**

**Example***:*

In order to be prepared to participate in class, you will be required to complete guided reading assignments over the chapters we are covering in that session. These will be submitted by the day prior to class in the online course area.

The course requires you to participate in class. Your participation activities will be recorded in your journal. You will be required to submit these as well as your speech workshops and peer reviews to be graded.

You will be required to do in-class speeches. Instructions for each speech as well as examples and templates will be provided. For each, you will be required to submit a speaking outline prior to the day speeches will be given. You will also be required to have a visual for three of the speeches. More information will be provided.

There is one main project which is to be submitted at the end of the semester. This project has you analyze a famous speech. More information will be given at a later date.

We will have two exams- a midterm and a final. Both will be taken in class. You will be allowed to use your textbook and notes to complete these exams. The midterm will only cover the information to that point, but the final exam is cumulative.

## Student Support

If you need assistance we offer a variety of virtual support services:

**Help Desk**

* [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
* 979-230-3366
* Visit [Helpdesk website](http://brazosport.edu/it/) to chat live and view resources.
* Campus Location: K.100

**Online Tutors**

* Visit with a [Math Tutor](https://www.brazosport.edu/mathcenter/) to schedule an online appointment.
* Visit with a [Writing Consultant](https://www.brazosport.edu/writingcenter/) to schedule an online appointment.

**Online Academic Advisor**

* 979-230-3238 or contact the department secretary at 979-230-3237
* Visit [Online Counseling Services](https://www.brazosport.edu/counseling/#counseling) website to chat live and view resources.
* Campus Location: E-Wing

**Learning Services**

* [Proctor Testing](https://www.brazosport.edu/counseling/#testing)
* 979-230-3253
* Visit [Learning Services website](https://www.brazosport.edu/counseling/#testing) to chat live and view resources.
* Campus Location:[view map](https://www.brazosport.edu/media/brazosport/admissions-amp-registration/Sp2017_ColorMap_All.pdf)

**Library**

* 979-230-3310
* Visit [Library website](https://www.brazosport.edu/library/) to chat live and view resources.
* Campus Location: F.134

**Campus Bookstore**

* [Bookstore website](https://www.brazosportbookstore.com/home)
* 979-230-3410
* [view map](https://www.brazosportbookstore.com/SiteText?id=53133)

**Distance Learning**

* [Virtual Campus Manuals & Tutorials](https://www.brazosport.edu/dl/student-manuals--tutorials/)
* [Success Tips](https://www.brazosport.edu/dl/tips-for-success/)
* [Student Guide & Calendar website](https://www.brazosport.edu/guide/)
* [Online Course Tools Tour RSVP form](http://secure.jotform.us/mcconnel/rsvpvirtualtour)
* [Distance Learning website](http://brazosport.edu/DL/)
* 979-230-3436

To help you on your educational pathway, Brazosport College provides all students with access to TimelyCare. If you’re stressed, challenged, or need help, download the TimelyCare app today! It’s your free virtual health and well-being service platform, available 24/7, 365 days of the year. Search “TimelyCare’’ in your app store. Then, register with your student email to access your health care services.

Additional [support service information](https://www.brazosport.edu/dl/support-services/), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

### When Taking a Face-to-Face Course

**Leave this section as is, but delete this red text.**

You are currently enrolled in a face-to-face college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has a designated period for contact with your instructor and fellow students:

* Class time ~ 360 hours
* Study time ~ 6 to 9 hours of study time per week
* Tests ~
  + take place in class or the Testing Center
  + be aware of quiz dates via Syllabus/Calendar/Announcements
  + if applicable, form independent study groups with peers
  + ask questions
* Grades ~
  + there is a participation component of this class. Lack of attendance will harm your grade for this component and will result in you likely being unprepared for assignments and tests
  + keep track of your graded assignments and progress in the course
  + calculate your own grades to keep track of grade requirements
  + have questions about your grade ASK immediately via email, phone, or in person (don't wait until the mid or end of the course)
* Instructors ~
  + track attendance throughout the course
  + expect participation and engagement during class sessions
* Accountability ~
  + monitor your own time
  + make your own decisions about extracurricular activities
  + practice good time management strategies
  + understand YOUR responsibilities and expectations of college
  + BE prepared
  + DON'T procrastinate
  + Understand your instructor is here to help “fascilitate” or guide your learning, it is up to you to make it happen

## Course Policies

**Leave all policy information as is, but delete this red text.**

### Attendance

**Please ensure that you are explicitly clear on your course absence policy. Students may be withdrawn by the faculty member for excessive absence, provided that this is clearly defined in the syllabus. If such a withdrawal policy is included, your syllabus should state the limit on the number of absences allowed. Please note that faculty may not withdraw students because of poor academic performance or for violations of the student code of conduct (e.g. behavioral problems, cheating, plagiarism, etc.). Any conduct violations should be reported to the Dean of Student Services.**

As per college policy, you are expected to attend classes regularly, whether they are face-to-face or online.

### Tests/Make-ups

If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date should be sufficient. All assignments must be completed to pass the course.

### Late Policy

Prompt submission of assignments and timely feedback to classmates via the Discussion area is vital to this class. Early submission allows the instructor to give you the guidance and grades you deserve. Due dates for each week are published on the course calendar at the start of the class. **Work turned in by midnight on the due date will be considered on time and will received full credit. Work that has not been submitted by midnight on the due date will receive a zero.**

### Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

### College Policies

### View current [Student Guide & Calendar](http://brazosport.edu/Guide/) (includes Student Conduct, Honor Codes, and Academic Honesty) for detailed College Policy information.

Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

**Academic Honesty Policy**

**Fill in the blank with the recommended sanctions you would impose in case of academic dishonestly, such as a zero on the test or assignment.**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in \_\_\_\_\_\_\_\_\_\_ in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

### Title IX Statement

Brazosport College faculty and staff are committed to supporting students and upholding the College District’s non-discrimination policy.   Under Title IX and Brazosport College’s policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited.  If students experience an incident of discrimination, sexual harassment, or sexual misconduct, they are encouraged to report it.

If a faculty or staff member "is informed of a student's pregnancy or related condition" by the student or "a person who has a legal right to act on behalf of the student," the employee must "promptly"tell the student or representative how to notify the Title IX Coordinator of the student's pregnancy or related conditions and must provide the Title IX Coordinator's contact information to the student or representative, unless the employee "reasonably believes" the Title IX Coordinator already knows.

While students may talk to a faculty or staff member at BC, please understand that they are “Responsible Employees” and must report what is told to them to college officials.  Students can also contact the Title IX Coordinators directly by using the contact information below.  Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Alex Crouse, Director of Student Life and Deputy Title IX Coordinator

979-230-3355; [alex.crouse@brazosport.edu](mailto:alex.crouse@brazosport.edu)

Brad McGonagle, Vice President, HR and Title IX Coordinator

979-230-3459; [brad.mcgonagle@brazosport.edu](mailto:brad.mcgonagle@brazosport.edu)

### Special Needs & Accessibility

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

* [Steps to Apply for Disability Services at Brazosport College](https://www.brazosport.edu/disabilityservices/new-students-requesting-accommodations/)
* **Zoom** is another tool used for live presentations or office hours (if applicable). Accessibility features include customizable font sizes, keyboard accessibility and screen reader support. Visit [Zoom Accessibility](https://zoom.us/accessibility) page for additional information.

### Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](http://oakleaf3.brazosport.edu/bcdl/BC_Student_Privacy_Statement.pdf). For additional information related to Student Privacy contact the Registrar (979-230-3010).

### Withdrawals

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

*However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class, does not mean that you have officially withdrawn from the class.

### Copyright Policy

The [Digital Millennium Copyright Act (DMCA)](https://www.copyright.gov/reports/studies/dmca/dmca_executive.html) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources are available](http://www.educause.edu/legalcontent) for use by faculty and students including books, music, and movies. There is also [our campus library](https://brazosport.edu/students/for-students/places-services/library/) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](http://brazosport.edu/copyright" \t "_blank) for additional information and resources dealing with copyright, practices, and procedures.

**Covid-19 Statement**:

At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

* Every day, perform a self-health check prior to coming to campus and stay home if sick.
* To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
* Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
* Practice good hygiene, washing your hands regularly and/or using hand sanitizer. vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

* Stay home if you’re feeling sick and minimize your contact with others.
* Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
* After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
* If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they’ve been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College (located in BC Central B-Wing) is scheduled to be open from 8 AM to 6 PM Tuesday through Thursday during the Fall 2021 semester. While walk-ins are available, your visit will be easier if you pre-register by creating an account at [www.mychn.org](http://www.mychn.org). In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College’s Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.