Term:
[Insert Term]

Course Information
- **Course Title:** [Insert Title]
- **Course Number:** [Insert Number]
- **Credit Hours:** [Insert Hours]
- **CRN(s):** [Insert CRN]
- **Delivery Method:** [Insert Method (i.e., Online, Hybrid, Virtual Meetings, etc.)]

Instructor Information
- **Instructor Name and Credentials:** [Insert Name, Degrees, Credentials]
- **Office Location:** [Insert Office/Building]
- **Office Phone:** [Insert Phone]
- **Email:** [Insert Email]
- **Office Hours (In-Person):** [Insert Days/Times]
- **Virtual Office Hours:** [Insert Days/Times/Locations]
- **Appointments:** [Insert Policy]

Institutional Information
- **Institution:** Southern West Virginia Community and Technical College
- **Address:** 100 College Dr., Logan, WV 25601
- **Main Phone:** 1.304.792.7098
- **Website:** https://www.southernwv.edu/

Course Description (from Catalog)
[Insert official catalog description]
Prerequisites/Co-Requisites: [Insert prerequisites/co-requisites]

Required Materials & Technology
- **Textbook(s):** [Insert Title/Author/Edition/Publisher]
- **Supplemental Resources:** [Insert resources such as online readings, videos, Brightspace activities]
Technology Requirements: [Insert prerequisites/co-requisites]

  - [Insert Tech Requirements (i.e., Computer with a reliable internet connection, Webcam, and microphone, updated browser (Chrome, Firefox, or Edge recommended), and Word processing software compatible with Brightspace (MS Word, RTF, or PDF)].

Special Note: Students are responsible for ensuring access or making alternative arrangements (e.g., college computer labs, IT laptop rentals, library access).

Credit Hour Policy

This is a _____-credit-hour course. Students should expect:

- _____**hours** of direct instructional engagement (lectures, readings, discussions).
- ____ **hours** of additional student work (studying, assignments, exams, projects).

Total average: 9–12 hours per week.

Attendance & Participation

- [Insert Attendance Policy (i.e., Attendance is defined by engagement in Brightspace activities (quizzes, assignments, forums; students who fail to participate for **7 consecutive days** may be reported as "not attending.")]

Enrollment Verification

- **Online courses:** Enrollment is verified by completing the [Insert Activity, e.g., Syllabus Quiz] in Brightspace.
- **In-person/hybrid courses:** Enrollment may also be verified by [Insert Policy (i.e., attending the first scheduled class session)].
- **Deadline:** Students must complete the enrollment verification activity.

Course Learning Outcomes (SLOs)

SLO #	Description	Assignment/Assessment	Benchmark
1	[Insert Description]	[Insert Assignment/Assessment]	[Insert Benchmark]
2	[Insert Description]	[Insert Assignment/Assessment]	[Insert Benchmark]
3	[Insert Description]	[Insert Assignment/Assessment]	[Insert Benchmark]
4	[Insert Description]	[Insert Assignment/Assessment]	[Insert Benchmark]

These SLOs align with Southern's General Education Outcomes in Communication, Critical Thinking, Information Literacy, and Civic Engagement.

Course Evaluation & Grading

Assignment Type	# of Assignments	Points Each	Total Points	% of Grade
Quizzes	[X]	[X]	[X]	[X]%
Discussion Forums	[X]	[X]	[X]	[X]%
Writing Assignments	[X]	[X]	[X]	[X]%
Final Exam	[X]	[X]	[X]	[X]%
Other [Insert]	[X]	[X]	[X]	[X]%
Total			[X] pts	[X]%

Grading Scale:

- A = [Insert Percentage]
- B = [Insert Percentage]
- C = [Insert Percentage]
- D = [Insert Percentage]
- F = [Insert Percentage]

Proctoring Policy (Instructor to Individualize)

At least one assessment will be proctored.

- **Proctoring Method(s):** [Professor Insert: in-person, testing center, remote proctoring, or alternative assessment]
- **Student Responsibilities:** [Professor Insert: Policy (i.e., Students must comply with proctoring requirements and request accommodation promptly if needed)].
- **Institutional Support:** Southern provides testing locations, approved online platforms, and technical assistance.

Make-Up / Missed Work Policy
- **Quizzes/Exams:** [Professor Insert: Policy (i.e., Make-up requires prior approval or documentation (medical, emergency, technical failure, students must notify the instructor within 24 hours, Unexcused absences result in zero.)].

Late Work Policy
- **Deadlines:** [Professor Insert: Policy (i.e., All assignments due on dates listed in Brightspace.)].
- **Extenuating Circumstances:** [Professor Insert Policy: documentation required, e.g., doctor's note, obituary, IT ticket]
- **Prior Arrangements:** [Professor Insert: minimum advance notice required, e.g., 48 hours]
- **Penalty (if accepted):** [Professor Insert: e.g., 10% per day, max 3 days]

Academic Integrity
- Plagiarism, cheating, or unauthorized AI use is prohibited.
- **First offense:** 0 on assignment.
- **Multiple offenses:** Course failure and referral to Academic Affairs.

Accessibility & Accommodations (ADA)
Students requiring accommodation should contact Disability Services. Approved accommodation will be implemented in collaboration with the instructor.

Title IX Statement
Southern prohibits sex discrimination, harassment, and sexual violence. Incidents should be reported to the Title IX Coordinator. Confidential support is available.

Student Responsibilities
- [Insert Student Responsibilities (i.e., Actively participate in online activities and discussions, Submit assignments on time, Uphold professionalism in all communications, Check Brightspace and Southern email regularly, Maintain academic integrity.)]

Communication Plan
- [Professor Insert: Policy (i.e., **Email Response Time:** Within 24 hours (Mon–Thu); 48 hours (Fri–Sun). Announcements: Weekly overview on Mondays, reminders on Fridays. **Feedback:** Graded assignments returned within one week in Brightspace.)].

Emergency/Continuity of Instruction
If Brightspace isn't working or the campus closes:
- Communication will be sent via Southern email.
- Alternate submission instructions will be provided.

Course Schedule (Tentative)
[Professor Insert: Tentative Schedule]
The schedule may be adjusted as needed. Updates posted in Brightspace.

Academic Calendar Reference
- For all important dates (add/drop deadlines, withdrawal deadlines, college holidays, and Final Exam Week), please refer to Southern's official Academic Calendar:
  - [Southern WVCTC Academic Calendar]
- *Students are responsible for reviewing the Academic Calendar and keeping track of all important deadlines.*
- Final Exam Week: Final Exam Schedule

Institutional Support Services
- **Tutoring Services:** [Insert Link]
- **Writing Center:** [Insert Link]
- **IT Help Desk:** [Insert Link]
- **Library Services:** [Insert Link]
- **Counseling Services:** [Insert Link]
- **SSConnect:** [Insert Link]

Course Etiquette (Netiquette)
- [Insert Link or write out]

AI Ethics Statement (Instructor to Individualize)
- [Insert Link]

Final Notes
This syllabus outlines expectations for students, faculty, and the College. While subject to change, students will be notified promptly of adjustments.