ARTS-1301-NT/ART APPRECIATION

Fine Arts   Fall 2014
Instructor: Jon Boles
Office: FA 130
Phone: 903-875-7637
Email: Jon.boles@navarrocollege.edu

1) Catalog Description of the Course:
ARTS 1301 Art Appreciation 3 lec. (3 Cr.) is a course open to all students. Emphasis is on enjoyment of the visual aspects of art in day-to-day living. Included are a study of the key words of art, an introduction to the different media employed by artists, and critical evaluation of selected works. This course satisfies the Visual Arts core requirement.

2) Introduction and Rationale for the Course:
This course offers a path or means by which you may approach, understand, and ultimately increase your capability to relate with and enjoy works of art. Emphasis is on enjoyment of the visual aspects of art in day-to-day living. Included are a study of the key works in art history and architecture. Upon completion of the course, you will receive three hours credit.

3) Instructional Materials:
- Textbook: Sayre’s World of Art (seventh Edition)
- Navarro College email address.
- Reliable Internet Access (Dial-up not recommended while taking quizzes and exams.)

4) Student Learning Outcomes:
1. The students will view images of artwork through multimedia, books and online resources. They will learn the process of art-related discussion and critique. Achievement-oriented projects and goal-oriented written formal analysis of artwork will be included in class work.

2. The students will study the elements and principles of design through an examination of each in a focused manner. This study of formal analysis will be through visual examples as well
as some practical application. These results will provide an accomplished vocabulary and the intellectual resources with which the student make an educated visual analysis.

3. The students will learn how and why similarities and differences exist in artworks from the integration of culture and historical events. Discussions and projects formulated from varying artistic perspectives and backgrounds.

5) **Core Objectives**:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction**:

This is an internet course. The course is located on the Navarro Blackboard Course delivery system. Powerpoint lectures, projects, and written assignments, comprise the main instruction format for the course.

7) **Method of Evaluation**:

*Grades in this course will be based on a total of possible accumulated points. Each test will be valued 100 points. A total possible will include these tests along with the assignments.*

*Testing (3 grades)*

- Section-related valued at 100 pts each.
  1. **Elements and Principles of Design**
  2. **2D Media**
  3. **3D Media**

*Assignments*

- Section-related valued at 10 pts each.
  1. **Drawing Project**
  2. **Collage Project**
  3. **Portrait Project**
  4. **Graphic Design Project with Written Assignment**
5. Written Analysis on a Work of Art

*Presentation valued at 50 pts*

*10 Page Powerpoint Presentation*

**Grading**

*Assignments – 25%*

*100 points total*

*Tests- 75%*

*100 points each = 300 points total*

<table>
<thead>
<tr>
<th>Test I</th>
<th>25% of total course grade</th>
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<tbody>
<tr>
<td>Test II</td>
<td>25%</td>
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<tr>
<td>Test III</td>
<td>25%</td>
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<tr>
<td>Assignments</td>
<td>25%</td>
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100%

**Additional Graded Material**

The instructor reserves the right to assign additional projects throughout the course of the semester and assign a certain value to their weight in grading. Extra projects may be assigned to a student interested in earning extra points.

**Grading Criteria:** Cumulative points of Tests and assignments will be used. A grade is computed on a ratio of points earned out of points possible.

**Attendance**

Students who do not login to Blackboard by the 12th class day will automatically be dropped from the course. Also, web activity is documented and recorded by date and duration and can easily be monitored through Blackboard by the instructor. Students who are not actively participating may be dropped for inactivity at any time. See the Navarro College attendance policy for more information.
Special notes:

a. If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

*Academic dishonesty:* If academic dishonesty is detected by the instructor, the student will receive a zero on the work and is jeopardy of being withdrawn from the course with an F.

**EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

8) **Services for Students:**

**Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

**Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

**Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
9) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

10) **Course Outline:** *A calendar will be provided during the first week of class.*
Appendix A

**Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
11) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

12) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor may withdraw you from the class for excessive absences, the responsibility for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Instructor reserves the right to withdraw a student from class in cases of cheating and plagiarism, and any other situation that is created to cause difficulty in teaching the class.

**Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Other Classroom Policies:**

- Students are required to read the syllabus and be familiar with the policies contained therein.

- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
ARTS 1303/ART HISTORY
Fine Arts

Name
Contact info
@navarrocollege.edu
Fall 2014

1) Catalog Description of the Course: Arts 1303 Art History 3 lec. (3 Cr.) This is a lecture class that examines the painting, sculpture, architecture and other art forms from the prehistoric to the Gothic timeframe. The interrelationship of early cultural thoughts, events and developments with artistic thought and output is emphasized. Satisfies Visual Arts core requirement.

2) Introduction and Rationale for the Course: This course covers the history of art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles.

3) Instructional Materials:

4) Student Learning Outcomes:
1. The students will view images of artwork through multimedia, books and online resources. They will learn the process of art-related discussion and critique. Achievement-oriented projects, final portfolio (studio) and goal-oriented written formal analysis of artwork (lecture courses).
2. The students will study the elements and principles of design through an examination of each in a focused manner. This study of formal analysis will be through visual examples as well as some practical application. These results will provide an accomplished vocabulary and the intellectual resources with which the students make an educated visual analysis.
3. The students will learn how and why similarities and differences exist in artworks from the integration of culture and historical events. Discussions and projects will be formulated from varying artistic perspectives and backgrounds.
4. We shall include real or virtual field trips to museums and/or art exhibitions to augment the mental cultivation of the student and broaden his or her cultural exposure. The viewing and interactions before original works of art serve to synthesize
the aesthetic learning experiences.
5. Students must show an understanding and awareness of the scope and variety of art works presented in the course.
6. Students must articulate an informed and educated personal reaction to an art work.
7. Students must demonstrate an understanding of art works within a historical or social context.
8. Students must demonstrate an ability to produce clear and coherent prose on all written assignments.

5) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

6) Method of Instruction:

A combination of lectures and chapter notes, multimedia material and Google Earth, powerpoints and video presentations. Tests and homework assignments for evaluation.

Method of Evaluation:

Grades in this course will be based on the following evaluative criteria:

Tests (100pts each)

Test 1: Introduction and the Language of Art
Test 2: Prehistory
Test 3: Mesopotamian/Egyptian Art
Test 4: Early Aegean Art/Greece
Test 5: Etruria and Rome
Test 6: Jewish/Early Christian/Byzantine
Test 7: Medieval/Romanesque/Gothic

Usually Multiple Choice, Fill in the Blanks, Matching and True False

Homework Assignments:

(12) - Chapter homework assignments 10 pts
Google Earth assignments (vary in number) 50 pts. each

Your grade will be calculated on a total of your points earned divided by total points possible. If you are late after 90% Day you will have 50 points deducted from your total earned. If you fail to meet the minimum required for checkpoints dates you may also lose points.

7) Grading Criteria:
   100-90 – A, 80-89 – B, 70-79 – C, 60-69 – D, Below 60 pts – F

8) Attendance:

   a. Regular class attendance and participation is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

   b. For specific instructor policy on absence see instructor’s policy below.

      Students MUST LOG IN within the first week. If you have not logged in by Census Day you will be dropped from the rolls.

      Your regular “attendance” and participation is expected and recorded. I’ll indicate checkpoint monthly dates on your calendar. On these dates you must have attempted the points indicated on the calendar. You may receive an “early warning” note and a point penalty at the end of the course.

9) Special notes:

Financial Aid/Grants/Loans
If you are receiving financial aid grants or loans, you must attend all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

Dropping a Course
According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other
course, make sure you understand the consequences. For more information see the Office of the Registrar.

Academic Dishonesty
Consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

Late Work/Make-up Exams
Please follow calendar for dates and schedule. There are NOT SPECIFIC DUE DATES. I recommend dates for you to keep pace. You must show regular participation.

Additional Course Requirements
EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

10 Services for Students:

a. Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

b. Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

c. Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
d. Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

11 Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

12 Course Outline: Please see the Policies and Procedures for additional directive information.
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

- Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

  - For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.

    o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.

    o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

  - No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

  - “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- **Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
ARTS 1311-11H/DESIGN I
Fine Arts Fall 2014

Instructor: Jon Boles
Office: FA 130
Phone: 903-875-7637
Office Hours: TBA
Email: Jon.boles@navarrocollege.edu

1) Catalog Description of the Course: 3 lec/3lab (3 cr.) This course stresses the fundamental concepts of two-dimensional design. The elements and principles of design are the tools with which class problems and assignments are creatively solved and new ideas are conceived. Color theory is thoroughly explored. This course satisfies Visual Arts core requirement.

2) Introduction and Rationale for the Course: This is one of the two basic freshman courses in the Texas Art Core for all art majors in all state supported colleges and universities. The learning experiences in the course are basic and essential for a fundamental understanding of design and composition in the visual art field. This course is a structured approach to two-dimensional composition, which emphasizes concepts/terminology and problem-solving techniques. Basic color theory is also covered. Students are required to apply concepts and terminology both visually and verbally.

3) Materials needed for class:
   - Sketchbook
   - Paint Brushes
   - Felt tip drawing pens (optional)

4) Student Learning Outcomes:

1. The students will view images of artwork through multimedia, books and online resources. They will learn the process of art-related discussion and critique. Achievement-oriented projects, final portfolio (studio) and goal-oriented written formal analysis of artwork (lecture courses).
2. The students will study the elements and principles of design through an examination of each in a focused manner. This study of formal analysis will be through visual examples as well as some practical application. These results will provide an accomplished vocabulary and the intellectual resources with which the students make an educated visual analysis.

3. The students will learn how and why similarities and differences exist in artworks from the integration of culture and historical events. Discussions and projects will be formulated from varying artistic perspectives and backgrounds.

4. We shall include field trips to museums and/or art exhibitions to augment the mental cultivation of the student and broaden his or her cultural exposure. The viewing and interactions before original works of art serve to synthesize the aesthetic learning experiences.

4) **Core Objectives:**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:**

This course includes a combination of lectures, discussion, Powerpoint/video presentations. Practical use of art materials is utilized to demonstrate the elements, principles and media of design. One or more field trips to museums or galleries will occur during the semester. Design will include one written assignment during the semester.

7) **Method of Evaluation:**

The final grade will represent the student’s overall performance in the course. This will be based on attendance in class, completion of assignments, effort on projects, originality and completion of sketchbooks, participation in critiques, and quality of work. Accomplishing these areas to a lesser extent will result in the lowering of your overall grade.
The projects will be divided into categories which are figure/ground, unity/variety, emphasis/subordination, balance, scale/size relationship, line, shape, value, color, texture, and rhythm. Each project will equal a total of 100 points. The projects along with attendance, class participation, and one written assignment will be accumulated for a students’ total overall grade.

Additional Graded Material
The instructor reserves the right to assign additional projects throughout the course of the semester and assign a certain value to their weight in grading. Extra projects may be assigned to a student interested in earning extra points.

CLASS PARTICIPATION: Valued at 100 points and is based on attendance and daily grades. A grade of an A in CP will make a student eligible for a low grade drop.

8) Grading Criteria:
Cumulative points of projects. A grade is computed on a ratio of points earned out of points possible. Individual grades will not be curved.

9) Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

1. Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

2. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by TASP policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are
responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course.

3. Students are expected to attend class regularly, to arrive on time, and to stay for the duration of the class. Four or more absences will result in a lower grade. (The school’s absence policy will be observed).

Special notes:

a. If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies

Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.
The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate
classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty**: Students will receive a zero on work associated with academic dishonesty and may be expelled from the class.

- **Late work/makeup exams**: Late work will be accepted no later than two weeks after original due date. Late work will result in a point penalization. Students must meet with the instructor to schedule a make up exam. Reasons for missing an exam must be approved by the instructor or the make-up exam will be penalized a letter grade.

- **11) EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

- **12) Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are
provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change**: The course syllabus above may be changed as the term progresses at the discretion of the instructor.

14) **Course Outline**: Course Calendar will be issued separate of this document.
Appendix A

**Special notes:**
14) If you are receiving financial aid grants or loans, you must attend in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

15) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, the **RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ARTS 1316-01H/ARTS 1317-01H/DRAWING I & II

(Hybrid -1/2 online instruction)

Fine Arts

Jon Boles
Office: FA 130/ 903-875-7637
Office Hours (TBA)
Email: jon.boles@navarrocollege.edu
FALL 2014

1) Catalog Description of the Course: Arts 1316/1317 Drawing I and II 3 lec. 3 lab (3 Cr.) Drawing I is a studio course of basic drawing skills based on analytical, responsive and conceptual approaches. Portfolio preparation is included as an integral part of the study. Satisfies Visual Arts core requirement. Drawing II – This studio class helps to guide the more advanced student as well as the student who is seeking to transfer toward the development of personal work and portfolio presentation. The student will continue to explore media possibilities and techniques. Prerequisite: Arts 1316.

2) Introduction and Rationale for the Course: Drawing I is a beginning course in which the student will develop observational skills using the elements of drawing. Line, volume, shape, value and texture will be taught not only as a means of replicating nature but also as a basis for creative thinking.

3) Instructional Materials:

MATERIALS NEEDED FOR CLASS:

• Sketchbook

• Suggested personal supplies:

    Felt tip drawing pens

    Paint brushes
Classroom Materials Available:

(The supplies below are available for use of the Navarro Art Student only – they are intended as supplement material for the art student.) These materials are stored in the locked storeroom and available upon request.

Pencils, charcoals, inks, pastels, crayons
Drawing paper
Mat/illustration board
Acrylic paint
Newsprint
Tools, cutters, staplers, tape
kneaded eraser/art gum eraser.

4) Student Learning Outcomes:
Upon completion of the course, the student should be able to:

1) Render a variety of objects in a representational manner in charcoal, pastel, pencil, and pen and ink

2) Progress beyond a purely realistic manner by using stylistic devices to demonstrate a subjective vision

3) Recognize, define, and demonstrate qualities of line weight, shading and modeling techniques, value gradation, and spatial proportion

4) Use the vocabulary of art to evaluate his/her own work as well as other students

5) Present finished work in a clean professional manner

6) Demonstrate awareness of the scope and variety of works in the arts and humanities.

7) Understand those works as expressions of individual and human values within an historical and social context.

8) Engage in the creative process and comprehend the physical and intellectual demands required of the artist.

9) Demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.
5) **Core Objectives (applicable to core class Arts 1316):**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:**

The student will explore and the nature, structure and form and emotional dynamics of observed subject matter. The student will learn through application the capabilities and ranges of a broad range of traditional drawing material. The subject matter will include the still life, human form, landscape and natural forms and some subjects arising from the imagination.

The course will seek to balance of the concepts of the analytical (studied understanding of visual relationships), the responsive (gestural coding of visual stimuli), and the imaginative (drawn from the intellect and imagination).

Instruction will include lectures, presentations, and critiques. The student will practice drawing on site, conceptual drawing, gesture drawing and abstract drawing. Additional methods may include the following: video, slides, guest presentations, library research and other visual material.

The final objectives for the student include: the mastery of the kinetics of drawing, practice in varied materials, ability to decode the largest ideas of subject, movement and placement first and the development of the individual student’s vision.

The student is expected to make drawing a part of DAILY life – not just a classroom experience. *A sketchbook is required for successful completion of the course.*

**Students Taking Course 1317-** Continued practice with the fundamental outlined above with specialized projects designed to incorporate the students’ individual directions and application of more challenging concepts.
Studio Hours: Primary emphasis is on group instruction during studio hours. Still life material: organic, manmade, and human forms; conceptual subjects and drawing for expression.

Learning Activities: Powerpoint of relevant contemporary art, field trips to see current developments in the arts, group critiques.

Written projects: Students will utilize class readings and discussions to learn to write clear and coherent essays and other writing assignments based on course work.

Home/Internet Activity: 1/2 of the class is to be online. This activity will be centered on the sketchbook and written assignments.

7) Method of Evaluation:

1) Regular and punctual attendance is required.
2) All in-class work should be completed and held for portfolio.
3) Weekly outside work and sketchbook assignments completed and turned in as assigned.
4) Final portfolio 50% and daily work, sketchbook, written assignments, and participation 50%.

Project Portfolios (4-5 grades)
Assigned as described below.

Sketchbook (1 total grade assessed at the end of the semester)
While the grade counts as a single grade, sketchbooks will be reviewed and graded weekly per assessment.

Attendance/Class Participation (1 grade)
Attendance/CP grade counts fully as an equal grade.

Additional Graded Material
The instructor reserves the right to assign additional projects throughout the course of the semester and assign a certain value to their weight in grading. Extra projects may be assigned to a student interested in earning extra points.

6) Grading Criteria:
Cumulative points of projects and homework. A grade is computed on a ratio of points earned out of points possible. Individual grades will not be curved. A possible curve MAY be applied in final computation.
Special notes:

a. If you are receiving financial aid grants or loans, you must attend all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

7) Classroom Policies

a. **Electronic Devices in Classrooms: NA**

b. **Academic dishonesty:** If academic dishonesty is detected by the instructor, the student will receive a zero on the work and is jeopardy of being withdrawn from the course. This dishonesty includes: plagiarism, cheating on a test and text messaging during a test. Written papers that display duplicate information will be thrown out.

c. **Exams lock-outs** – Occasionally the online mechanism will cause a lock-out. I check for these regularly and re-set for you. Tests once posted remain posted for the semester unless I choose to remove them for one reason or another.

8) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

10) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers,
persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

11) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
12) Course Outline: Course Calendar will be issued separate of this document.
Appendix A

**Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Lecture Course Attendance Policy:**

14) **Attendance:**

1. Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

2. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by TASP policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course.

3. Students are expected to attend class regularly, to arrive on time, and to stay for the duration of the class. Four or more absences will result in a lower grade. (The school’s absence policy will be observed).

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

15) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ARTS 2316-02H/2317-02H PAINTING I/II

( Hybrid - 1/2 online instruction )
Fine Arts Fall 2014

Instructor: Jon Boles
Office: FA 130
Phone: 903-875-7637
Office Hours: TBA
Email: Jon.boles@navarrocollege.edu

1) Catalog Description of the Course:

ARTS 2316/2317 Painting I and II 2 lec.4 lab (3 Cr. ea.) Painting I is a studio course that explores the techniques of painting media with special emphasis on color theory, painting composition with varied subject matter, traditional studio practice that includes an introduction to exhibition practices. The course satisfies the Visual Arts core requirement. Painting II continues emphasis on the mastery of basic painting skills. The student is directed towards the development of a personal statement and style. Instruction also prepares the student for continued painting studio in other programs. Prerequisite: Arts 1316.

2) Introduction and Rationale for the Course:

Painting I will emphasize traditional as well as contemporary approaches to painting. Various techniques, themes, and subjects will be explored while developing the student’s own personal vision.

Painting II is a further investigation of techniques and personal development.

3) Materials needed for class:

Brushes
Sketchbook

Oil paint (optional)

Classroom materials available:

Acrylic paint
Canvas boards
Paper
Canvas

4) **Student Learning Outcomes:**

Specifically, the student who successfully completes this course should be able to identify and/or demonstrate through visual means:

1) An advancement of knowledge of the composition devices (principles and elements of design) that would lead to a clear statement of individual intention likely involving the still life, figure, and landscape.
2) Explore and develop sensitivity toward techniques and materials.
3) Examine traditional as well as contemporary approaches to painting through specific assignment and an investigation of artists from art historical sources.
4) The development of a personal vision through the understanding of the expressive means of painting.
5) Portfolio preparation and proper presentation of paintings.
6) To demonstrate awareness of the scope and variety of works in the arts and humanities
7) To understand those works as expressions of individual and human values within an historical and social context.
8) To engage in the creative process and comprehend the physical and intellectual demands required of the artist.
9) To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on Intercultural-experience.

5) **Core Objectives (applicable to core class Arts 2316):**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
• Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6) **Method of Instruction:**

A combination of lectures, discussion, Powerpoint/video presentations. Practical use of art materials to demonstrate the elements, principles and media of design. One or more field trips to museums or galleries. Painting will include at least one written assignment during the semester.

**Students Taking Course 2317-** Continued practice with the fundamental outlined above with specialized projects designed to incorporate the students’ individual directions and application of more challenging concepts.

**Studio Hours:** Primary emphasis is on group instruction during studio hours.

**Learning Activities:** Powerpoint presentations of relevant contemporary art, field trips to see current developments in the arts, group critiques.

**Home/Internet Activity:** 1/2 of the class is online. This activity will be centered on the sketchbook and written assignment(s).

7) **Method of Evaluation:**

The final grade will represent the student’s overall performance in the course. This will be based on attendance in class, completion of assignments, effort on projects, originality, quality of work, and participation in critiques. Accomplishing these areas to a lesser extent will result in the lowering of your overall grade.

The projects will be divided into five categories which are value, color, still life, landscape, and figurative/portrait. Each project will equal a total of 100 points. The projects along with attendance, class participation, online assignments, and one written assignment will be accumulated for a students’ total overall grade.

**Additional Graded Material**

The instructor reserves the right to assign additional projects throughout the course of the semester and assign a certain value to their weight in grading. Extra projects may be assigned to a student interested in earning extra points.

**CLASS PARTICIPATION:** Valued at 100 pts. Based on attendance and daily grades. A grade of an A in CP will make a student eligible for a low grade drop.

8) **Grading Criteria:**
Cumulative points of projects. A grade is computed on a ratio of points earned out of points possible. Individual grades will not be curved.

Attendance:

1. Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

2. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by TASP policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course.

3.) Attendance/Class Participation (1 grade)

COMPLETE attendance is expected. One excused absence is allowed. Each absence will lower final grading. Roll is taken every day. Attendance/CP grade counts fully as an equal grade. An “A” in CP grants the student the privilege of dropping their lowest grade. Additional factors in assessing this grade will be timeliness and attention in class (NO SLEEPING/ NO TARDINESS!!).

Special notes:

a. If you are receiving financial aid grants or loans, you must attend all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.
9) Classroom Policies

a. Electronic Devices in Classrooms:

Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

• Food and Beverages in Classrooms:

Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any
classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

• Disruptive Classroom Behavior Policy: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

In the case of DISRUPTIVE BEHAVIOR as outlined above I shall remove the student from the class immediately and upon subsequent occurrences reserve my right to drop a student from my class permanently.

Cell Phones – Please turn cell phones of at the start of class. If cell phones become a problem in class I reserve the right to collect all disruptive electronic equipment at the beginning of class. It will be returned at the end of class.
Academic dishonesty: If academic dishonesty is detected by the instructor, the student will receive a zero on the work and is jeopardy of being withdrawn from the course. This dishonesty includes: plagiarism, cheating on a test and text messaging during a test. Written papers that display duplicate information will be thrown out.

Late work:

- Late Work – Only work turned in on time will be graded unless prior arrangements have been made with the instructor.

10) Additional Course Information:

Tutorials – Navarro College provides free tutorial services in the tutorial center.

Written Excuses – are necessary by the appropriate supervisor – doctor, coach, teacher - NOT A FRIEND!! Notes by parents will be followed up.

11) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

12) Services for Students:

- Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are
provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- 13) **Subject to Change**: The course syllabus above may be changed as the term progresses at the discretion of the instructor.

- 14) **Course Outline**: Course Calendar will be issued separate of this document.
Appendix A

*Lecture Course Attendance Policy:*

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

11) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

12) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, the **RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Biology for Science Majors I (lecture + lab)

Biol 1406

4 credit hours

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-Mail Address

Fall 2014

1) Catalog Description of the Course: Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

2) Introduction and Rationale for the Course: Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. The student must be committed to successfully completing this course.

3) Instructional Materials


Custom lab manual, (bundled with new textbook)

Reference books, audio cassettes, models, prepared slides, video tapes and preserved specimens will be utilized.

Additions can be made by the instructor.
Learning Outcomes
Upon successful completion of this course, students will:
1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life. Identify the basic properties of substances needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection
10. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
11. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
12. Communicate effectively the results of scientific investigations.

This course meets the CORE objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation:

The student will be evaluated by the score of 3-5 unit tests, lab work and a comprehensive final examination.

Grade Computation:

Laboratory Work 25% - 30% of grade and Homework
Unit Tests 50% of grade

Final Exam 20% - 25% of grade

** NOTE: all of the above information is subject to change at the discretion of the instructor.

( Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

6) Grading Criteria: Each academic department decides the level of flexibility in this section of the syllabus. Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

Special notes:

a. If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) Classroom Policies

a. Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will
be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

   Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.
Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic Honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

**10) Additional Course Requirements**

Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

**10) EE0C Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**12) Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Biology for Science Majors II (lecture + lab)

BIOL 1407

4 credit hours

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-Mail Address

Fall 2014

1) **Catalog Description of the Course:** The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1306 and 1106, or BIOL 1406 Biology for Science Majors I (Lecture and Laboratory) be taken before BIOL 1307/1107 or BIOL 1407.

2) **Introduction and Rationale for the Course:** The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. The student must be committed to successfully completing this course.

3) **Instructional Materials**


Custom lab manual (bundled with new textbook)

Reference books, models, prepared slides; videotapes and preserved specimens will be utilized.
The student may also participate in group work, activities, individual research and presentations

(Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Learning Outcomes
Upon successful completion of this course, students will:
1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance. Distinguish between phylogenetic relationships and classification schemes.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
7. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
9. Communicate effectively the results of scientific investigations.
10. Demonstrate knowledge of modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.

This course meets the CORE objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.
6) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

7) Grading Criteria:

The student will be evaluated by the score of 3-5 unit tests, lab work and a comprehensive final examination.

Grade Computation:

- Laboratory Work and Written assignments: 25% to 30% of grade
- Unit Tests: 50% of grade
- Final Exam: 20% to 25% of grade

_Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course_.

8) Attendance: *Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course.* (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.)

_Under this section, the following special note on financial aid must be included in all syllabi._

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) Classroom Policies
Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Food and Beverages in Classrooms: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
• **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

• **Academic Honesty:** *specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

• **Late work/makeup exams:** *specifically written by each instructor.*

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**
• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
- Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 1408 Biology for Non-Science Majors I (lecture + lab)
4 credit hours

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-Mail Address

Fall 2014

1) Catalog Description of the Course: Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

2) Introduction and Rationale for the Course: Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

3) Instructional Materials


Custom lab manual (bundled with new textbook)

Reference books, audio cassettes, models, prepared slides, video tapes and preserved specimens will be utilized.

Additions can be made by the instructor.

Learning Outcomes
Upon successful completion of this course, students will:
1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.
8. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
9. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
10. Communicate effectively the results of scientific investigations.

This course meets the CORE objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation:

The student will be evaluated by the score of 3-5 unit tests, lab work and a comprehensive final examination.

Grade Computation:

Laboratory Work 25% - 30% of grade and Homework

Unit Tests 50% of grade

Final Exam 20% - 25% of grade

** NOTE: all of the above information is subject to change at the discretion of the instructor.

(Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.)
Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the
Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion.

  This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

  **Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.**
• **Academic Honesty**: *specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

• **Late work/makeup exams**: *specifically written by each instructor.*

10) **Additional Course Requirements**

   *Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

10) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

   • **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

   • **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

   • **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

   • **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. *(Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)*

14) **Course Outline**: *(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and*
discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
- Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 1409 Biology for Non-Science Majors II (lecture + lab)
4 credit hours

Biology Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

1) Catalog Description of the Course: This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

2) Introduction and Rationale for the Course: This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

3) Instructional Materials

Required Materials

Custom lab manual, (bundled with new textbook)
Reference books, audio cassettes, models, prepared slides, video tapes and preserved specimens will be utilized.

Additions can be made by the instructor.

Learning Outcomes
Upon successful completion of this course, students will:
1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
7. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
9. Communicate effectively the results of scientific investigations.

This course meets the CORE objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation:

The student will be evaluated by the score of 3-5 unit tests, lab work and a comprehensive final examination.

Grade Computation:

Laboratory Work 25% - 30% of grade and Homework

Unit Tests 50% of grade

Final Exam 20% - 25% of grade

** NOTE: all of the above information is subject to change at the discretion of the instructor.
6) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from
class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion.

  This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

  *Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to,*
prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic Honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**: Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

10) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.

14) **Course Outline**: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

1) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 2401 Anatomy & Physiology I (lecture + lab)

4 credit hours

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-Mail Address

Fall 2014

1) Catalog Description of the Course: Human anatomy and physiology are studied using a body systems approach, with emphasis on the relationships between form and function at the gross and microscopic levels. Topics include anatomical and directional terminology, cell and cell chemistry, tissues, integumentary system, skeletal system, articulations, muscular system, and nervous system. Laboratory work includes physiological and anatomical studies of mammals. No prerequisite, but BIOL 1406, BIOL 2404 or equivalent recommended.

2) Introduction and Rationale for the Course: Human anatomy and physiology are studied using a body systems approach, with emphasis on the relationships between form and function at the gross and microscopic level. Topics include anatomical and directional terminology, cell and cell chemistry, tissues, integumentary system, skeletal system, articulations, muscular system, and nervous system. Laboratory work includes physiological and anatomical studies of mammals.

3) Instructional Materials

- Required Materials

Textbook:

Human Anatomy & Physiology, Marieb, Hoehn, 9th ed., ISBN 1256445495, Benjamin Cummings Publisher

Mastering A&P (bundled with textbook)

PAL 3.0 (bundled with textbook)

Atlas of the Human Body by Martini (bundled with textbook)

Interactive Physiology 10 CD (bundled with textbook)
(Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes:**

- Use and understand descriptive anatomical and directional terminology
- Identify cellular structures and explain their respective functions
- Describe basic tissues of the body and their location and explain their functions
- Identify and describe major gross and microscopic anatomical components of the integumentary, skeletal, muscular, and nervous systems
- Describe the functions of the integumentary, skeletal, muscular, and nervous systems

**This course meets the Core Objectives:**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

6) **Method of Evaluation:**

Grades in this course will be based on the following criteria:

Lecture exams, including a comprehensive final: 55% - 75%

Laboratory work: 25% - 45%

Two major lab exams in the form of fill in the blank lab practicals are required.
In lecture, there will be a minimum of four unit exams and a comprehensive final exam. Each exam may include a mixture of multiple choice, matching, labeling, fill in the blank, short answer or essay questions. See Course Outline for details.

An individual must pass both lecture and lab to pass the course.

(Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

7) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

8) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) Classroom Policies

- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.
The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.
Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

_Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc._

- **Academic honesty:** _specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples._

- **Late work/makeup exams:** _specifically written by each instructor._

10) **Additional Course Requirements**

_Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor._

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.
• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

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• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the
course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

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- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
1) **Catalog Description of the Course**: Continuation of BIOL 2401. Topics include endocrine system, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, fluids and electrolytes, reproductive system, development, and genetics. Laboratory work includes physiological and anatomical studies of mammals. Prerequisite: BIOL 2401 or consent of instructor.

2) **Introduction and Rationale for the Course**: Continuation of BIOL 2401: Topics include endocrine system, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, fluids and electrolytes, reproductive system, development, and genetics. Laboratory work includes physiological and anatomical studies of mammals. Prerequisite: BIOL 2401 or consent of instructor.

3) **Instructional Materials**
   - **Required Materials**

   **Textbook:**


   Mastering A&P (bundled with textbook)

   PAL 3.0 (bundled with textbook)

   *Atlas of the Human Body* by Martini (bundled with textbook)

   Interactive Physiology 10 CD (bundled with textbook)

   Custom Lab Manual for Navarro College: Benjamin Cummings Publisher (bundled with textbook)
Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.

4) **Student Learning Outcomes:**

- Identify and describe the major gross and microscopic anatomical components of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems
- Describe the functions of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems

This course meets the CORE objectives:

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5) **Method of Instruction:** *Specify specific method of instruction to be used in this section of the course.* *(Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

5) **Method of Evaluation:**

Grades in this course will be based on the following evaluative criteria:

- Lecture Exams (including a comprehensive final) 55% - 75%
- Laboratory Work 25% - 45%

**Two major lab exams in the form of fill in the blank lab practicals are required.**

In lecture there will be multiple unit exams and a comprehensive final exam. See **Course Outline** for details.

An individual must pass both lecture and lab to pass the course *(Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*
6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) Classroom Policies

- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from
class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior” means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives, and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to,*
prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic Honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

**10) Additional Course Requirements**

Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

**10) EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**12) Services for Students**

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

**13) Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. **Discretionary content may be changed by**
individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (A chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 2404 Anatomy & Physiology (specialized, single-semester course, lecture + lab)

4 credit hours

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-Mail Address

Fall 2014

1) Catalog Description of the Course: Survey course of the structure and function of human anatomy and physiology, including basic chemistry, cell structure and function, tissues and organ systems of the human body. Serves as a foundation course for allied health disciplines and is recommended as a prerequisite for BIOL 2401 and BIOL 2420.

2) Introduction and Rationale for the Course:

Human anatomy and physiology are studied using a body systems approach, with emphasis on the relationships between form and function at the gross and microscopic level. Topics include anatomical and directional terminology, cell and cell chemistry, tissues, integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, blood, cardiovascular system, lymphatic system, respiratory system, digestive system, body metabolism, urinary system and reproductive system. Laboratory work includes physiological and anatomical studies of models.

3) Instructional Materials

- Required Materials

Essentials of Anatomy & Physiology (1st edition) by Saladin and McFarland

Custom lab manual for courses taught on campus

Custom lab kit for courses taught online

Additions can be made here by the instructor

4) Student Learning Outcomes:

- Identify cellular structures and explain their respective functions.
• Identify the physical and functional properties of the four classes of animal tissues and their locations in the human body.

• Identify and describe major gross and microscopic anatomical components of the integumentary, skeletal, muscular and nervous systems, their functions and interactions.

• Identify and describe major gross and microscopic anatomical components of the endocrine, cardiovascular and lymphatic systems, their functions and interactions.

• Identify and describe major gross and microscopic anatomical components of the respiratory, digestive, urinary, and reproductive systems.

This course meets the CORE objectives:

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

• Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation:

Grades in this course will be based on the following criteria:

Lecture exams, including a comprehensive final: 55% - 75%

Laboratory work: 25% - 45%

Two major lab exams in the form of fill in the blank lab practicals are required.

In lecture, there will be a minimum of four unit exams and a comprehensive final exam. Each exam may include a mixture of multiple choice, matching, labeling, fill in the blank, short answer or essay questions. An individual must pass both lecture and lab to pass the course.

(Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.)
6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

8) Classroom Policies

- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

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10) **Additional Course Requirements**: Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

10) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:  
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through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

13) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) Course Outline: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)

Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.

   o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning
making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.

- Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

   - No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

   - “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

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**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 2406 Environmental Biology (lecture + lab)

4 hours credit

Biology Department

Instructor Name

Office Location/Phone Number

Office Hours (If Available)

E-mail Address

Fall 2014

1) Catalog Description of the Course: The study of human interaction with, and impact on, both the living and non-living environment. Focus is on current ecological issues to include impact on ecosystems, pollution, biodiversity, energy and conservation. Special emphasis on the concept of sustainability.

2) Introduction and Rationale for the Course: Environmental Biology 2306 is a survey course for non-science majors interested in expanding their understanding of the world in which they live and their impact upon it. It is designed to help the non-scientist objectively identify environmental issues and respond to them in an informed manner.

3) Instructional Materials

• Required Materials


Access to Global Environment Watch – free with textbook

(Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Student Learning Outcomes:

1. Explain the structure and impact of biogeochemical cycles.
2. Describe energy transformations across trophic levels.
3. Illustrate abiotic/biotic interactions and symbiotic relationships.
4. Identify various types of natural resources, human impact on these resources, and common resource management practices.
5. Quantify and analyze the impact of lifestyle on the environment.
6. Depict evolutionary trends and adaptations to environmental changes.
7. Describe environmental hazards and risks and the social and economic ramifications.
8. Describe ecological and statistical techniques and approaches used in the study of environmental biology.
9. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
10. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
11. Communicate effectively the results of scientific investigations.
12. Explain the structure and impact of biogeochemical cycles.

This course meets the CORE objectives:

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

6) **Method of Evaluation:**
   (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

7) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

8) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) Classroom Policies

Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Food and Beverages in Classrooms: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.
Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic dishonesty**: specific policy to be written by each instructor. *Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

*EEOC Statement*: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching
and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

11) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

12) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. *(Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)*

13) **Course Outline:** *(A chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)*
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in the your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

• Failure to withdraw may result in the your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND
may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All make-up assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
BIOL 2420 Microbiology for Non-Science Majors (lecture + lab)

4 credit hours

Biology Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address

Fall 2014

1) Catalog Description of the Course: Topics include morphology and physiology of microorganisms and taxonomy of representative groups of pathogenic bacteria and viruses. Additional subjects consist of immunology, antimicrobial agents, and infectious diseases. Laboratory procedures employ staining techniques, culturing and sensitivity determinations. Identification of unknown microorganisms and other procedures related to microorganisms will be employed. No prerequisite, but BIOL 1406, BIOL 2404, or equivalent recommended.

2) Introduction and Rationale for the Course: This course usually serves as a prerequisite to health science programs in nursing, dental hygiene, medicine, pharmacy, optometry, physical therapy, occupational therapy, or physician assistance. This course can also serve as the required four hour laboratory science course for most majors. Students should understand and apply appropriate methods and technology to the study of natural sciences. They should recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretations. Students should apply the concept of the scientific method to the solution of problems and develop the capability to think and analyze at a critical level.

3) Instructional Materials
   • Required Materials

      Textbook:  Foundations in Microbiology  : Basic Principles (8th edition) by Talaro

      Custom Lab Manual-  MICROBIOLOGY LAB MANUAL FOR NAVARRO: 0697813924

      Text and lab manual: 0077707538

      Additions can be made by the instructor.

4) Student Learning Outcomes:
   • Summarize the scope of microbiology and its development as a science
   • Compare and contrast prokaryotic and eukaryotic cells
• Explain the function and importance of metabolism
• Distinguish between the various factors necessary for microbial growth and control
• Explain and differentiate between innate and adaptive immunity, and their uses in diagnosis and prevention of disease

This course meets the CORE objectives:

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

6) Method of Evaluation: Grades in this course will be based on the following criteria:

Lecture exams, including a comprehensive final: 60%- 80%
Laboratory work and tests: 20%- 40%

In lecture, there will be a minimum of four unit exams and a comprehensive final exam. Each exam may include a mixture of multiple choice, matching, labeling, fill in the blank, short answer or essay questions. Lab requirements will be addressed separately. An individual must pass both lecture and lab to pass the course. (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

7) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

8) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be
Special notes:  

a. If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

b. According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) Classroom Policies

a. Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not
receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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- **Academic Honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.
• Late work/makeup exams: specifically written by each instructor.

10) Additional Course Requirements:
Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

11) EEQ Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) Services for Students:
• Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.
• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

13) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) Course Outline: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.
- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor may withdraw you from the class for excessive absences (insufficient participation), the responsibility for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

• Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Chemistry 1405 Introductory Chemistry I
Section XX, X:00 – X:X0 p.m. Tue, Thr
Division of Arts & Sciences

Dr. Mark Haney
Drane Hall – Room 117 / 903-875-7513
Office Hours: M, T, W, R, F: 11:30 a.m. – 12:30 p.m.
mark.haney@navarrocollege.edu
Fall 2014

1) Catalog Description of the Course: Survey course introducing chemistry. Topics may include inorganic chemistry, organic chemistry, biochemistry, food/physiological chemistry, environmental/consumer chemistry. Emphasis on measurement, atoms, molecules, chemical bonding, types of chemical reactions, states of matter, solutions, colloids, rates of chemical reaction, chemical equilibrium, acids, and bases. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

2) Introduction and Rationale for the Course: Chemistry is the study of matter and the transformations it undergoes. Chemistry is often referred to as “The Central Science” because its scope encompasses other disciplines. An understanding of chemistry is essential for the study of virtually all other physical sciences. Students attending CHEM 1405 will be presented with the fundamental principles of chemistry.

3) Instructional Materials:

Required Materials:


Scientific calculator

Approved safety goggles for chemistry lab

Composition notebook (sewn pages, cloth tape over stitching)

Optional Materials:

None recommended.
4) **Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate an understanding of atomic structure.
2. Balance chemical equations.
3. Explain types of chemical bonds and their characteristics.
4. Perform calculations involving various gas laws.
5. Identify reactions through chemical equations.
6. Distinguish between enthalpy changes in physical and chemical processes.
7. Demonstrate an understanding of LeChatelier’s principle.
8. Identify the species in an acid-base chemical reaction.
9. Demonstrate the collection, analysis, and reporting of data using the scientific method.

5) **Navarro College Core Curriculum Competencies:**

The below are Core Curriculum Competencies for this course. Students will demonstrate their abilities in these areas.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

6) **Method of instruction:** This course is taught using lecture and hands-on laboratory instruction. Blackboard is an integrated component of the course. It should be checked daily.

7) **Method of Evaluation:**

Mastery of Student Learning Outcomes will be via quizzes, examinations, lab notes, and lab reports.

There will be eleven quizzes, each worth 10 points (the highest ten out of eleven scores will be used to compute the final grade); three mid-term exams, each worth 100 points (the highest two out of three scores will be used to compute the final grade); and a comprehensive final exam worth 100 points.

Mid-terms and the final will be administered in the classroom. Quizzes will be administered via Blackboard. Quizzes may be retaken multiple times; once the deadline to take a quiz has passed the quiz may not be retaken and the highest quiz score resident in Blackboard will be used to compute the final grade. Quizzes will usually be posted for five days with a student being able to take the quiz at any time during the five day period. Quiz material will come from both the lecture material and laboratory experiments.

Laboratory notes are to be turned in immediately upon completion of a laboratory experiment. Notes are worth 10 points per set (the highest 8 out of 9 scores will be used to compute the final grade). Late notes will not be accepted. Laboratory reports are due one week after completion.
of the experiment. These reports are to be turned in at the start of the lab period. A report
turned in after the start of the lab period is considered late. Reports are worth 25 points per
report (the highest 8 out of 9 scores will be used to compute the final grade). Late reports will
result in a 33 1/3% reduction in the graded score for each week the report is late; a report
handed in after the start of lab is considered to be a week late. Lab partners may be assigned
for experiments. Collaboration between lab partners and other students in analyzing data and
understanding the laboratory material is acceptable. Nevertheless, writing and submission of
the lab reports is an individual responsibility.

Students must wear safety goggles during the lab. These are to be provided by the student. If
the student fails to bring safety goggles the instructor may loan a pair of goggles to the student.
However, this will result in an automatic deduction of 5 points from the attained lab score.
Students must bring a key, lab manual, and lab notebook to the lab. Failure to bring these items
to a lab will result in an automatic deduction of 5 points for each missing item from the attained
lab score.

The first lab is a mandatory safety instruction and check-in. Attendance at this lab is a pre-
requisite for attendance at all other labs. Students who fail to attend this lab may not attend
any other chemistry labs until this safety training is completed. Failure to attend this lab as
scheduled will result in a zero for the safety training/check-in unless valid justification for
missing this lab is provided. A make-up safety training is scheduled. Students missing the
originally scheduled safety training must attend the make-up safety training, but will still receive
a score of zero for the safety instruction and check-in.

Students under the age of 18 must identify themselves to the instructor before conduct of the
safety training. The safety contract provided during safety training must be signed by the
student, and witnessed and agreed to by a parent or legal guardian.

An on-line survey administered via Blackboard is worth 20 points.

8) Grading Criteria:

<table>
<thead>
<tr>
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<tr>
<td>Quizzes (best 10 out of 11)</td>
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<td>50</td>
</tr>
<tr>
<td>Laboratory notes (best 8 out of 9)</td>
<td>80</td>
</tr>
<tr>
<td>Laboratory reports (best 8 out of 9)</td>
<td>200</td>
</tr>
<tr>
<td>On-line survey</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>750</td>
</tr>
<tr>
<td>COURSE AVERAGE</td>
<td>LETTER GRADE</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0%</td>
<td>F</td>
</tr>
</tbody>
</table>

In determining grades scores will be rounded to the nearest one’s place, e.g. 91.4% is rounded to 91%, 91.5% is rounded to 92%. The instructor reserves the right to lower the cutoff scores.

9) Attendance:

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being absent for an equivalent of two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

Veteran’s benefit recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of the semester for any course in which a “W” grade is received.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the College Catalog.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
- You must check out of the chemistry laboratory before you drop this course or withdraw from Navarro College.

**Special notes:**

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid
Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies:

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beepers, watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the instructor’s request, the student will be dismissed from class and at the instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, and, if appropriate, referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.
Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into College facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic Honesty:** In accordance with the College policy on academic honesty, you are expected to do your own work and to refrain from copying, in part or in whole, other people's work. This applies to lab reports, too, even though you may have conducted the lab with a partner. Even looking at someone else's paper during a quiz, test, or final exam is cheating. It is your responsibility to prevent others from looking at your quizzes/tests...keep your answers covered. Consequences of cheating may include: a grade of zero for that assignment, a grade of "F" for the course, and/or dismissal from the course before the end of the semester.

11) **Additional Course Requirements:**

Each lab period will begin with a safety brief. To treat all students fairly and ensure the experiments end within the timeframe specified, all students must be in the lab on-time to attend the safety brief. Failure to be present during the safety brief may result in a student not being permitted to perform the experiment and a grade of zero for the notes and lab report will result.

Students must attend their scheduled. If a lab is missed students may not "make up" the lab by attending another lab section.

When attending chemistry labs students must wear: footwear that covers the entire foot; pants; and long sleeves. Attire must cover all parts of the body except the head, neck, and hands. Goggles must be worn when experiments are being conducted.

Students failing to work safely and productively will be asked by the instructor to leave the lab.
Students will be assigned a chemistry lab drawer stocked with equipment and issued a key to the drawer. On or before the lab check-out day the drawer’s equipment will be inspected. The following charges will apply:

Key not returned in good shape: $10.00 charge

No check-out from lab: a “hold” will be placed on academic records

Posting of grades will be withheld until the above fees are settled.

Recommended problems from the text, CHEM 1411/1412 General Chemistry, Special Edition for Navarro College, will be posted on Blackboard. While completed problems will be neither collected nor graded, these problems are salient for exam preparation.

Required “Advance Study Assignment” problems from the lab manual, Chemical Principles in the Laboratory, Custom Edition for Navarro College, 10th ed., will be posted on Blackboard. These completed problems as well as the “Data and Calculations” from the experiment comprise the lab report. Neither lab notes nor a lab report will be accepted if the lab is not conducted by the student.

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

13) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course. Additionally, Navarro College provides free tutoring with live tutors in chemistry at [www.tutor.com](http://www.tutor.com).

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students.
Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
## Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>LECTURE Schedule</th>
<th>LABORATORY Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters 1 &amp; 2</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapter 3</td>
<td>Lab check in &amp; safety contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Make-up lab safety training &amp; check in</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 4</td>
<td>Experiment 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 5</td>
<td>Experiment 2</td>
<td></td>
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<tr>
<td>5</td>
<td>Mid-term #1</td>
<td>Experiment 3 &amp; Paper Chromatography (Handout)</td>
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<tr>
<td>6</td>
<td>Chapters 6 &amp; 7</td>
<td>Experiment 12</td>
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<td>7</td>
<td>Chapter 7 &amp; 8</td>
<td>Experiment 13</td>
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<td>8</td>
<td>Chapter 8 &amp; 9</td>
<td>Experiment 4</td>
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<td>9</td>
<td>Mid-term #2</td>
<td>Experiment 17</td>
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<tr>
<td>10</td>
<td>Chapter 11</td>
<td>Experiment 18</td>
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<tr>
<td>11</td>
<td>Chapters 11 &amp; 12</td>
<td>Experiment 19</td>
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<tr>
<td>12</td>
<td>Chapters 12 &amp; 13</td>
<td>Lab check out</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chapters 13 &amp; 14</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mid-term #3</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Chapter 15</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Finals week</td>
<td>No lab</td>
<td></td>
</tr>
</tbody>
</table>
Chemistry 1407 Introductory Chemistry II
Section XX, X:00 – X:X0 p.m. Tue, Thr
Division of Arts & Sciences

Dr. Mark Haney
Drane Hall – Room 117 / 903-875-7513
Office Hours: M, T, W, R, F: 11:30 a.m. – 12:30 p.m.
mark.haney@navarrocollege.edu
Fall 2014

1) Catalog Description of the Course: Survey course introducing chemistry. Topics may include inorganic chemistry, organic chemistry, biochemistry, food/physiological chemistry, environmental/consumer chemistry. Emphasis on nuclear chemistry, the study of alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, alkyl halides, aldehydes, ketones, carboxylic acids, esters, amines, and amides. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1405 or permission of the instructor.

2) Introduction and Rationale for the Course: Chemistry is the study of matter and the transformations it undergoes. Chemistry is often referred to as “The Central Science” because its scope encompasses other disciplines. An understanding of chemistry is essential for the study of virtually all other physical sciences. Students attending CHEM 1405 will be presented with the fundamental principles of chemistry.

3) Instructional Materials:

   Required Materials:

   


   Scientific calculator

   Approved safety goggles for chemistry lab

   Composition notebook (sewn pages, cloth tape over stitching)

   Optional Materials:

   None recommended.
4) **Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Recognize a variety of organic functional groups.
2. Use IUPAC systematic names for organic compounds.
3. Predict the structural formulas of organic reactions.
4. Relate molecular structure to the properties of the compound.
5. Describe differences between nuclear reactions and chemical reactions.
6. Demonstrate the collection, analysis, and reporting of data using the scientific method.

5) **Navarro College Core Curriculum Competencies:**

The below are Core Curriculum Competencies for this course. Students will demonstrate their abilities in these areas.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

6) **Method of Instruction:** This course is taught using lecture and hands-on laboratory instruction. Blackboard is an integrated component of the course. It should be checked daily.

7) **Method of Evaluation:**

Mastery of Student Learning Outcomes will be via quizzes, examinations, lab notes, and lab reports.

There will be eleven quizzes, each worth 10 points (the highest ten out of eleven scores will be used to compute the final grade); three mid-term exams, each worth 100 points (the highest two out of three scores will be used to compute the final grade); and a comprehensive final exam worth 100 points.

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Students under the age of 18 must identify themselves to the instructor before conduct of the safety training. The safety contract provided during safety training must be signed by the student, and witnessed and agreed to by a parent or legal guardian.

An on-line survey administered via Blackboard is worth 20 points.

8) **Grading Criteria:**

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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>750</strong></td>
</tr>
<tr>
<td>COURSE AVERAGE</td>
<td>LETTER GRADE</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0%</td>
<td>F</td>
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### Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>LECTURE Schedule</th>
<th>LABORATORY Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters 9</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapter 10</td>
<td>lab safety training &amp; check-in</td>
<td>Saturday Make-up safety training &amp; check-in</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 11</td>
<td>Experiment 21</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 12</td>
<td>Experiment 24</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mid-term #1</td>
<td>Experiment 22</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chapters 13</td>
<td>Experiment 23</td>
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<tr>
<td>7</td>
<td>Chapter 14</td>
<td>Experiment 30</td>
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</tr>
<tr>
<td>8</td>
<td>Chapter 15</td>
<td>Experiment 25</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mid-term #2</td>
<td>Experiment 33</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Chapter 16</td>
<td>Experiment 32</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapters 17</td>
<td>Experiment 29</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chapters 18</td>
<td>Lab check out</td>
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<tr>
<td>13</td>
<td>Chapters 19</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mid-term #3</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Chapter 19</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Finals week</td>
<td>No lab</td>
<td></td>
</tr>
</tbody>
</table>
Chemistry 1411  General Chemistry I
Sections 1, 2; 12:30 – 1:20 p.m. M, W, F
        Section 1 lab - Tue 2:00 - 4:50 p.m.
        Section 2 lab - Thr 2:00 - 4:50 p.m.
Division of Arts & Sciences

Dr. Mark Haney
Drane Hall – Room 117 / 903-875-7513
Office Hours: M, T, W, R, F: 11:30 a.m. – 12:30 p.m.
mark.haney@navarrocollege.edu
Fall 2014

1) Catalog Description of the Course: Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in this course: introduction of the scientific methods, experimental design, data collection and analysis, and preparation of laboratory reports.
Prerequisite: Math 1314-College Algebra or equivalent academic preparation. High school chemistry or CHEM 1405-Introductory Chemistry is strongly recommended.

2) Introduction and Rationale for the Course: Chemistry is the study of matter and the transformations it undergoes. Chemistry is often referred to as “The Central Science” because its scope encompasses other disciplines. An understanding of chemistry is essential for the study of virtually all other physical sciences. Students attending CHEM 1411 will be presented with the fundamental principles of chemistry.

3) Instructional Materials:

   Required Materials:


   Chemical Principles in the Laboratory, Custom Edition for Navarro College, 10th ed.,

   Scientific calculator

   Approved safety goggles for chemistry lab

   Composition notebook (sewn pages, cloth tape over stitching)
Optional Materials:


4) **Student Learning Outcomes:**

Upon successful completion of this course, students will:

in the lecture...

1. Define the fundamental properties of matter.
2. Classify matter, compounds, and chemical reactions.
3. Determine the basic nuclear and electronic structure of atoms.
4. Identify trends in chemical and physical properties of the elements using the Periodic Table.
5. Describe the bonding in and the shape of simple molecules and ions.
7. Write chemical formulas.
8. Write and balance equations.
9. Use the rules of nomenclature to name chemical compounds.
10. Define the types and characteristics of chemical reactions.
11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems.
12. Determine the role of energy in physical changes and chemical reactions.
13. Convert units of measure and demonstrate dimensional analysis skills.

in the lab...

1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
2. Demonstrate safe and proper handling of laboratory equipment and chemicals.
3. Conduct basic laboratory experiments with proper laboratory techniques.
4. Make careful and accurate experimental observations.
5. Relate physical observations and measurements to theoretical principles.
6. Interpret laboratory results and experimental data, and reach logical conclusions.
7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports.
8. Design fundamental experiments involving principles of chemistry.
9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

5) Navarro College Core Curriculum Competencies:

The below are Core Curriculum Competencies for this course. Students will demonstrate their abilities in these areas.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

6) **Method of Instruction**: This course is taught using lecture and hands-on laboratory instruction. Blackboard is an integrated component of the course. It should be checked daily.

7) **Method of Evaluation:**

   Mastery of Student Learning Outcomes will be via quizzes, examinations, lab notes, and lab reports.

   There will be eleven quizzes, each worth 10 points (the highest ten out of eleven scores will be used to compute the final grade); three mid-term exams, each worth 100 points (the highest two out of three scores will be used to compute the final grade); and a comprehensive final exam worth 100 points.

   Mid-terms and the final will be administered in the classroom. Quizzes will be administered via Blackboard. Quizzes may be retaken multiple times; once the deadline to take a quiz has passed the quiz may not be retaken and the highest quiz score resident in Blackboard will be used to compute the final grade. Quizzes will usually be posted for five days with a student being able to take the quiz at any time during the five day period. Quiz material will come from both the lecture material and laboratory experiments.

   Laboratory notes are to be turned in immediately upon completion of a laboratory experiment. Notes are worth 10 points per set (the highest 7 out of 8 scores will be used to compute the final grade). Late notes will not be accepted. Laboratory reports are due one week after completion of the experiment. These reports are to be turned in at the start of the lab period. A report turned in after the start of the lab period is considered late. Reports are worth 25 points per report (the highest 7 out of 8 scores will be used to compute the final grade). Late reports will result in a 33 1/3% reduction in the graded score for each week the report is late; a report handed in after the start of lab is considered to be a week late. Lab partners may be assigned for experiments. Collaboration between lab partners and other students in analyzing data and understanding the laboratory material is acceptable. Nevertheless, writing and submission of the lab reports is an individual responsibility.

   Students must wear safety goggles during the lab. These are to be provided by the student. If the student fails to bring safety goggles the instructor may loan a pair of goggles to the student. However, this will result in an automatic deduction of 5 points from the attained lab score. Students must bring a key, lab manual, and lab notebook to the lab. Failure to bring these items to a lab will result in an automatic deduction of 5 points for each missing item from the attained lab score.

   The first lab is a mandatory safety instruction and check-in. Attendance at this lab is a prerequisite for attendance at all other labs. Students who fail to attend this lab may not attend any other chemistry labs until this safety training is completed. Failure to attend this lab as scheduled will result in a zero for the safety training/check-in unless valid justification for missing this lab is provided. A make-up safety training is scheduled. Students missing the originally scheduled safety training must attend the make-up safety training, but will still receive a score of zero for the safety instruction and check-in.
Students under the age of 18 must identify themselves to the instructor before conduct of the safety training. The safety contract provided during safety training must be signed by the student, and witnessed and agreed to by a parent or legal guardian.

An on-line survey administered via Blackboard is worth 20 points.

8) Grading Criteria:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (best 10 out of 11)</td>
<td>100</td>
</tr>
<tr>
<td>Mid-terms (best 2 out of 3)</td>
<td>200</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
</tr>
<tr>
<td>Safety training/check-in</td>
<td>50</td>
</tr>
<tr>
<td>Laboratory notes (best 7 out of 8)</td>
<td>70</td>
</tr>
<tr>
<td>Laboratory reports (best 7 out of 8)</td>
<td>175</td>
</tr>
<tr>
<td>On-line survey</td>
<td>20</td>
</tr>
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</tr>
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### Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>LECTURE Schedule</th>
<th>LABORATORY Experiment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters 1 &amp; 2</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapters 2 &amp; 3</td>
<td>Lab check in &amp; safety contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Make-up lab safety training &amp; check in</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapters 3 &amp; 4</td>
<td>Experiment 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 4</td>
<td>Experiment 2</td>
<td></td>
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<tr>
<td>5</td>
<td>Mid-term #1</td>
<td>Experiment 3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chapters 5 &amp; 6</td>
<td>Experiment 7</td>
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<td>Chapters 6 &amp; 7</td>
<td>Experiment 4</td>
<td></td>
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<tr>
<td>8</td>
<td>Chapters 7 &amp; 8</td>
<td>Experiment 5</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mid-term #2</td>
<td>Experiment 5 con’d</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Chapter 9</td>
<td>Experiment 15</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapters 9 &amp; 10</td>
<td>Experiment 6</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chapters 10 &amp; 11</td>
<td>Lab check out</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chapters 11</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Mid-term #3</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Chapter 12</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Finals week</td>
<td>No lab</td>
<td></td>
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</table>
Chemistry 1412 General Chemistry II
Section 1, 09:00 – 09:20 p.m. M, W, F
Section 1 lab - Mon 2:00 - 4:50 p.m.
Division of Arts & Sciences

Dr. Mark Haney
Drane Hall – Room 117 / 903-875-7513
Office Hours: M, T, W, R, F: 11:30 a.m. – 12:30 p.m.
mark.haney@navarrocollege.edu
Fall 2014

1) Catalog Description of the Course: Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture. Introduction to the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411-General chemistry I.

2) Introduction and Rationale for the Course: Chemistry is the study of matter and the transformations it undergoes. Chemistry is often referred to as “The Central Science” because its scope encompasses other disciplines. An understanding of chemistry is essential for the study of virtually all other physical sciences. Students attending CHEM 1412 will be presented with the fundamental principles of chemistry.

3) Instructional Materials:

   Required Materials:


   Chemical Principles in the Laboratory, Custom Edition for Navarro College, 10th ed.,

   Scientific calculator

   Approved safety goggles for chemistry lab

   Composition notebook (sewn pages, cloth tape over stitching)
Optional Materials:


4) **Student Learning Outcomes:**

Upon successful completion of this course, students will:

in the lecture...

1. State the characteristics of liquids and solids, including phase diagrams and spectrometry.
2. Articulate the importance of intermolecular interactions and predict trends in physical properties.
3. Identify the characteristics of acids, bases, and salts, and solve problems based on their quantitative relationships.
4. Identify and balance oxidation-reduction equations, and solve redox titration problems.
5. Determine the rate of a reaction and its dependence on concentration, time, and temperature.
6. Apply the principles of equilibrium to aqueous systems using LeChatelier’s Principle to predict the effects of concentration, pressure, and temperature changes on equilibrium mixtures.
7. Analyze and perform calculations with the thermodynamic functions, enthalpy, entropy, and free energy.
8. Discuss the construction and operation of galvanic and electrolytic electrochemical cells, and determine standard and non-standard cell potentials.
10. Describe basic principles of organic chemistry and descriptive inorganic chemistry.

in the lab...

1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
2. Demonstrate safe and proper handling of laboratory equipment and chemicals.
3. Conduct basic laboratory experiments with proper laboratory techniques.
4. Make careful and accurate experimental observations.
5. Relate physical observations and measurements to theoretical principles.
6. Interpret laboratory results and experimental data, and reach logical conclusions.
7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports.
8. Design fundamental experiments involving principles of chemistry and chemical instrumentation.
9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

5) **Navarro College Core Curriculum Competencies:**

The below are Core Curriculum Competencies for this course. Students will demonstrate their abilities in these areas.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

6) **Method of Instruction:** This course is taught using lecture and hands-on laboratory instruction. Blackboard is an integrated component of the course. It should be checked daily.

7) **Method of Evaluation:**

Mastery of Student Learning Outcomes will be via quizzes, examinations, lab notes, and lab reports.

There will be eleven quizzes, each worth 10 points (the highest ten out of eleven scores will be used to compute the final grade); three mid-term exams, each worth 100 points (the highest two out of three scores will be used to compute the final grade); and a comprehensive final exam worth 100 points.

Mid-terms and the final will be administered in the classroom. Quizzes will be administered via Blackboard. Quizzes may be retaken multiple times; once the deadline to take a quiz has passed the quiz may not be retaken and the highest quiz score resident in Blackboard will be used to compute the final grade. Quizzes will usually be posted for five days with a student being able to take the quiz at any time during the five day period. Quiz material will come from both the lecture material and laboratory experiments.

Laboratory notes are to be turned in immediately upon completion of a laboratory experiment. Notes are worth 10 points per set (the highest 8 out of 9 scores will be used to compute the final grade). Late notes will not be accepted. Laboratory reports are due one week after completion of the experiment. These reports are to be turned in at the start of the lab period. A report turned in after the start of the lab period is considered late. Reports are worth 25 points per report (the highest 8 out of 9 scores will be used to compute the final grade). Late reports will result in a 33 1/3% reduction in the graded score for each week the report is late; a report handed in after the start of lab is considered to be a week late. Lab partners may be assigned for experiments. Collaboration between lab partners and other students in analyzing data and understanding the laboratory material is acceptable. Nevertheless, writing and submission of the lab reports is an individual responsibility.

Students must wear safety goggles during the lab. These are to be provided by the student. If the student fails to bring safety goggles the instructor may loan a pair of goggles to the student. However, this will result in an automatic deduction of 5 points from the attained lab score.

Students must bring a key, lab manual, and lab notebook to the lab. Failure to bring these items to a lab will result in an automatic deduction of 5 points for each missing item from the attained lab score.

The first lab is a mandatory safety instruction and check-in. Attendance at this lab is a pre-requisite for attendance at all other labs. Students who fail to attend this lab may not attend any other chemistry labs until this safety training is completed. Failure to attend this lab as scheduled will result in a zero for the safety training/check-in unless valid justification for missing this lab is provided. A make-up safety training is scheduled. Students missing the originally scheduled safety training must attend the make-up safety training, but will still receive a score of zero for the safety instruction and check-in.
Students under the age of 18 must identify themselves to the instructor before conduct of the safety training. The safety contract provided during safety training must be signed by the student, and witnessed and agreed to by a parent or legal guardian.

An on-line survey administered via Blackboard is worth 20 points.

8) **Grading Criteria:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (best 10 out of 11)</td>
<td>100</td>
</tr>
<tr>
<td>Mid-terms (best 2 out of 3)</td>
<td>200</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
</tr>
<tr>
<td>Safety training/check-in</td>
<td>50</td>
</tr>
<tr>
<td>Laboratory notes (best 8 out of 9)</td>
<td>80</td>
</tr>
<tr>
<td>Laboratory reports (best 8 out of 9)</td>
<td>200</td>
</tr>
<tr>
<td>On-line survey</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>750</strong></td>
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</table>

<table>
<thead>
<tr>
<th>COURSE AVERAGE</th>
<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0%</td>
<td>F</td>
</tr>
</tbody>
</table>

In determining grades scores will be rounded to the nearest one’s place, e.g. 91.4% is rounded to 91%, 91.5% is rounded to 92%. The instructor reserves the right to lower the cutoff scores.

9) **Attendance:**

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being absent for an equivalent of two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

Veteran’s benefit recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require
restitution of all benefits received since the beginning of the semester for any course in which a "W" grade is received.

Although the instructor may withdraw you from the class for excessive absences (insufficient participation), the responsibility for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the College Catalog.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
- You must check out of the chemistry laboratory before you drop this course or withdraw from Navarro College.

Special notes:

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies:

- Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beepers, watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.
The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the instructor’s request, the student will be dismissed from class and at the instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, and, if appropriate, referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into College facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

  Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic Honesty:** In accordance with the College policy on academic honesty, you are expected to do your own work and to refrain from copying, in part or in whole, other people's
work. This applies to lab reports, too, even though you may have conducted the lab with a partner. Even looking at someone else’s paper during a quiz, test, or final exam is cheating. It is your responsibility to prevent others from looking at your quizzes/tests...keep your answers covered. Consequences of cheating may include: a grade of zero for that assignment, a grade of “F” for the course, and/or dismissal from the course before the end of the semester.

11) Additional Course Requirements:

Each lab period will begin with a safety brief. To treat all students fairly and ensure the experiments end within the timeframe specified, all students must be in the lab on-time to attend the safety brief. Failure to be present during the safety brief may result in a student not being permitted to perform the experiment and a grade of zero for the notes and lab report will result.

Students must attend their scheduled. If a lab is missed students may not "make up" the lab by attending another lab section.

When attending chemistry labs students must wear: footwear that covers the entire foot; pants; and long sleeves. Attire must cover all parts of the body except the head, neck, and hands. Goggles must be worn when experiments are being conducted.

Students failing to work safely and productively will be asked by the instructor to leave the lab.

Students will be assigned a chemistry lab drawer stocked with equipment and issued a key to the drawer. On or before the lab check-out day the drawer’s equipment will be inspected. The following charges will apply:

- Key not returned in good shape: $10.00 charge
- No check-out from lab: a “hold” will be placed on academic records

Posting of grades will be withheld until the above fees are settled.

Recommended problems from the text, *CHEM 1411/1412 General Chemistry, Special Edition for Navarro College*, will be posted on Blackboard. While completed problems will be neither collected nor graded, these problems are salient for exam preparation.

Required “Advance Study Assignment” problems from the lab manual, *Chemical Principles in the Laboratory, Custom Edition for Navarro College, 10th ed.*, will be posted on Blackboard. These completed problems as well as the “Data and Calculations” from the experiment comprise the lab report. Neither lab notes nor a lab report will be accepted if the lab is not conducted by the student.
12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

13) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course. Additionally, Navarro College provides free tutoring with live tutors in chemistry at www.tutor.com.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
<table>
<thead>
<tr>
<th>Week</th>
<th>LECTURE Schedule</th>
<th>LABORATORY Experiment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 12</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapter 12</td>
<td>Lab safety training &amp; check-in</td>
<td>Make-up lab safety training &amp; check-in</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 13</td>
<td>Experiment 16</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 14</td>
<td>Experiment 8</td>
<td></td>
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<tr>
<td>5</td>
<td>Mid-term #1</td>
<td>Experiment 9</td>
<td></td>
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<tr>
<td>6</td>
<td>Chapter 14</td>
<td>Experiment 10</td>
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<td>7</td>
<td>Chapter 15</td>
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<td>8</td>
<td>Chapter 16</td>
<td>Experiment 12</td>
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<tr>
<td>9</td>
<td>Mid-term #2</td>
<td>Experiment 14</td>
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<tr>
<td>10</td>
<td>Chapter 17</td>
<td>Experiment 14 con'd</td>
<td></td>
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<tr>
<td>11</td>
<td>Chapter 18</td>
<td>Experiment 17</td>
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<tr>
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<td>Chapter 19</td>
<td>Experiment 18</td>
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<td>13</td>
<td>Chapter 24</td>
<td>Lab check out</td>
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<td>14</td>
<td>Mid-term #3</td>
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</tr>
<tr>
<td>15</td>
<td>Chapter 24</td>
<td>No lab</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Finals week</td>
<td>No lab</td>
<td></td>
</tr>
</tbody>
</table>
1) Catalog Description of the Course: This class is an overview of computer systems – hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied.

2) Introduction and Rationale for the Course: This course incorporates the use of the computer in current business end-user application software applied to contemporary problems to enhance productivity and critical thinking skills. Upon successful completion of this course, the student should be able to:
   - Demonstrate an understanding of computer history.
   - Demonstrate an understanding of computer operating systems.
   - Demonstrate an understanding of microcomputer application software:
     - Internet
     - Word processing
     - Spreadsheets,
     - Presentation graphics
     - Databases
   - Demonstrate an understanding of current computer issues:
     - Effect of computers on society
     - Use of computers in business, educational and other settings

3) Instructional Materials
   - Required Materials:  **GO! All in One Computer Concepts & Applications** (including the MyITLab access code, 180-day trial version of Microsoft Office 2010, and online textbook if purchased in the bookstore) by Shelley Gaskin, Nancy Graviett, Cathy LaBerta. An online version of the textbook may be purchased along with an MyITLab access code, at www.myitlab.com
   - Required Materials: USB Flash (Jump, Thumb, Travel) Drive (available in the bookstore, Walmart, Office Depot, Radio Shack, Best Buy, etc.)

4) Student Learning Outcomes:
   *After studying computer history, a successful student will be able to*
   - Demonstrate an understanding of the development of the computer through time.
   *After studying computer operating systems, a successful student will be able to*
   - Demonstrate an understanding of operating systems and their functions.
   *After studying the Internet and effects of computer on society, a successful student will*
   - Demonstrate an understanding of the Internet and the effects of computers on society.
After studying **hardware**, a successful student will be able to
- Identify basic computer hardware components and functions.

After studying **word processing software**, a successful student will be able to:
- Create, Save, and edit documents
- Apply formatting to Characters, Paragraphs, Objects, and Documents

After studying **spreadsheet software**, a successful student will be able to:
- Create, format, and modify Spreadsheets containing formulas and functions
- Create, format, and modify charts

After studying **presentation software**, a successful student will be able to:
- Demonstrate the ability to create and modify presentations.
- Create a personal presentation

After studying **database software**, a successful student will be able to
- Enter, edit, & manipulate data in databases; and create and modify database objects.

5) **Core Objectives:**
- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

6) **Method of Instruction:** This course will be taught by a variety of methods, including lecture, multimedia projector, and online and offline computer tutorials. It will be largely a "hands-on" experience in that you will be involved in "doing" some activity each class session on the computer.

7) **Method of Evaluation:** The semester grade in this course will be determined from major examinations; class, online, and lab assignments; and a final exam and/or project or presentation. The grading of exams, lab assignments, and projects/presentations is substantially objective.

8) **Grading Criteria:** Letter grades will be assigned based on: 90 to 100 → A, 80 to 89 → B, 70 to 79 → C, 60 to 69 → D, below 60 → F.

- *Lab Average* 25%
- *Test Average* 50%
- *Quiz Average* 15%
- *PowerPoint Presentation* 10%
- **Total** 100%

**Attendance:** Attendance is required. **Responsibility for work missed due to illness, or personal or school business is placed upon the student.** A student is **excessively absent**, as defined in the college catalog, when he has missed the equivalent of 2 weeks of instruction (the 4th absence for an hour and a half lecture; the 6th absence for an hour lecture; and the 2nd absence for a 3 hour lecture or night
class. Excessive absence may result in class failure or being dropped from the course. Academic success is closely associated with regular classroom attendance. The instructor may drop a student who is excessively absent before or during the 10th week of class; after that time, however, it is the student’s responsibility to withdraw before the official drop deadline to prevent a grade of "F" in the course. Veteran’s Benefits recipients who earn a grade of “W” may be required by the VA to repay any benefits received since the beginning of the semester.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

- **Absence from Class for School Sanctioned Activities:** Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to be present and on time for all class meetings and will be held accountable for all material presented in class. Students who are absent from class due to participation in an officially sanctioned school activity must present notice of the event to the instructor (at least two weeks prior is desirable) and request advance assignments. If the student is passing the course, the request to make up assigned work or quizzes will be honored. If missing the class will endanger the student’s success, the class instructor will notify the activity sponsor and a decision regarding the student’s participation in the activity will be reached by the sponsor and instructor. In general, the decision will reflect the philosophy that students attend college for educational purposes and participation in activities outside the classroom is recognized as a lower priority.

9) **Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.
The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food And Beverages in Classrooms**: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. bought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Entering the classroom late or leaving early, talking during lectures, sleeping, eating, reading the newspaper and caring on a cell phone conversation are considered forms of disruptive behavior.
• **Student Dress and Appearance Code** – see the Student Handbook, pages 63-64 or online.

• **Labs:** Labs may be done in the Computer Science Lab (CS109) or any other place where you have access to Microsoft Office Professional 2010 Version. Labs are TBA (to be arranged) so that you may fit them into your schedule when it is convenient. You are getting 1 semester hour credit for doing 3 hours of lab outside of class time.

• **Major Exams:** Students are expected to complete all tests on time. Tests will be administered through the My IT Lab for Office 2010 online and in class. A written doctor’s excuse will be required to make-up a missed exam.

• **Academic dishonesty:** The Academic Dishonesty policy is located in the current *Student Handbook*. Interaction with fellow students is an integral part of the learning process. You are allowed to consult with or observe a peer on lab assignments, but you must personally use the keyboard/mouse for all keystrokes/mouse actions to complete the assignments. You may not copy or share a file or any portion of a file from another student, nor allow another student to copy any portion of your work. You may not share disks. All work submitted for grading must be your own. Cheating includes, but is not limited to: copying; use of materials not authorized during a test; collaborating during a test; plagiarism; substituting for another student; or using, buying, selling, or transporting test materials prior to its administration. Violation of the academic dishonesty policy will result in a grade of zero for all involved parties, and/or assignment of an F in the course, and/or potential academic discipline and/or course expulsion.

• **Late work/makeup exams:** Due dates will be given for each lab assignment. Labs are expected to be completed on the due date. Labs not submitted on that day will be considered late. Late labs will only be accepted the next class meeting but with a 20 point reduction. Labs will not be accepted the second class day after they were due. Absence is not an excuse for missing a due date. Missing a major exam will require written documentation, such as a note from your doctor, to be able to make up the exam.

10) **Additional Course Requirements**

• Students must attend class; complete assignments, projects, and tests in compliance with class policies; maintain a record of class work; and demonstrate skills on accumulated graded work that collectively constitutes a passing average.

• **Attention:** Students should not be working or playing games on the computer during lecture time when new material is being presented in class. Students need to understand underlying concepts; therefore they should give the teacher their undivided attention.

• **Talking:** Talking while the teacher is lecturing it rude and will not be tolerated. It distracts the people near you and distracts your instructor. If you need to talk to a classmate, please step outside of the classroom so you won’t disturb others. Please be courteous.

• **Typing Proficiency:** If the student is not proficient in typing, it is strongly recommended that he/she consider concurrent enrollment in a keyboarding class (POFT 1127 Introduction to Keyboarding). Typing skill is a necessity in today’s world.
11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process and receive approval before said accommodations are provided. See the counseling center for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located in the Bain’s Center for Technical Arts, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) Training and Tests will be done using MyITLab software. They will be listed on your chapter assignment sheets.

14) **Subject to Change:** The course syllabus above and/or the Content Outline below may be changed as the term progresses at the discretion of the instructor.

15) **Content Outline:** Concepts Chapters – 1, 4, 7, 12; Application Chapters – 2, 5, 6, 8, 9, 11, 13

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Organizational Meeting, MyITLab registration, Chapter 1: Computer History</td>
</tr>
<tr>
<td>Two</td>
<td>Chapter 4: Computer Hardware, Privacy, and Security, Chapter 7: System Components</td>
</tr>
</tbody>
</table>
| Three| Chapter 12: The Internet and World Wide Web  
Chapter 2: Use Windows to Manage Files and Programs and to Browse the Internet |
| Four | Chapter 2, Chapter 5: Windows Explorer File Management, Office Features, and Word Documents |
| Five | Chapter 5: continues, Practice Test, Exam |
| Six  | Chapter 6: Resumes, Cover Letters, Research Papers, Newsletters, and Merged Address Labels with Word |
| Seven| Chapter 6: continues |
| Eight| Chapter 8: Excel Worksheets, Charts, Formulas, Functions, and Tables |
| Nine | Chapter 8: continues, Practice Test, Exam |
| Ten  | Chapter 9: Excel Pie Charts, Line Charts, and What-If Analysis Tools  
Practice Test, Exam |
| Eleven| Chapter 9: continues  
Practice Test, Exam  
Chapter 13: Create, Query, and Sort an Access Database; Create Forms and Reports |
<table>
<thead>
<tr>
<th>Twelve</th>
<th>Chapter 13: continues, Practice Test, Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thirteen</td>
<td>Chapter 13 Practice Test, Exam, Chapter 11, PowerPoint</td>
</tr>
<tr>
<td>Fourteen</td>
<td>Chapter 11: continues,</td>
</tr>
<tr>
<td>Fifteen</td>
<td>Chapter 11: continues, Practice Test, Exam</td>
</tr>
<tr>
<td>Sixteen</td>
<td>PowerPoint Presentations (Final Exam time period)</td>
</tr>
</tbody>
</table>

There will be chapter assignment sheets giving additional details for the exercises and a list of the lab assignments, along with their due dates.
**DRAM 1310 Introduction to Theatre**
Department of Theatre

Dr. Shellie O’Neal  
FA 129 / (903) 875-7632  
Office Hours TBA  
shellie.oneal@navarrocollege.edu  
Fall 2013

**Catalog Description of the Course:** A general survey of all phases of theatre arts, including the study of various styles and types of plays and theatre production, stage techniques, and theatre history. Recommended as an elective to fulfill fine arts requirement of core curriculum. Required of all theatre majors.

**Introduction and Rationale for the Course:** Introduction to Theatre is designed to introduce the student to the art of theatre, and engender in the student a life-long appreciation for this art form. The student will be exposed to the rich history of theatre and the various elements which distinguish this art form from others. This course is crucial for the theatre major, but non-theatre majors will also benefit from this course which celebrates the human impulse toward role-playing and desire for entertainment. Upon successful completion of this course, the student will receive three credit hours.

**Instructional Materials**
- **Required Materials**
  - Textbook:
  - Additional Materials: slides, videos, films, CDs.
  - Learning Activities: experiential and interactive exercises, lectures, class discussions.

**Student Learning Outcomes:** By semester’s end, the student must show an understanding and awareness of the scope and variety of dramatic pieces presented in this course. Also, the student must articulate an informed and educated personal reaction to a play. Finally, the student must demonstrate an understanding of dramatic pieces within a historical or social context.

**Core Objectives:**
- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
• **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Method of Instruction:** Instructional methods employed for this course will include lectures and demonstrations, but will also depend upon student participation in class discussions. The student should recognize at the course’s outset the importance of noting your classmates’ contributions: use your classmates as a valuable resource! Some films will be employed for demonstration of various ideas, concepts, and styles.

**Method of Evaluation:** Grades in this course will be based on the following evaluative criteria: one written production element critique, one written Aristotelian play analysis, one creative project in the form of an original play, three examinations, and attendance.

**Grading Criteria:** The student’s course grade will be determined in the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Element Critique</td>
<td>25%</td>
</tr>
<tr>
<td>Original Play</td>
<td>15%</td>
</tr>
<tr>
<td>Three Examinations</td>
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</tr>
<tr>
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<td>20%</td>
</tr>
<tr>
<td>Participation/Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

- 90 – 100: A
- 80 – 89: B
- 70 – 79: C
- 60 – 69: D
- 0 – 59: F

It is the student’s responsibility to keep copies of all evaluations and other graded materials in the event that a grade is questioned.

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will
remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, the **RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the
student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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- **Academic dishonesty**: Plagiarism of any kind on any written assignment will result in a failing grade. Academic dishonesty will not be tolerated.
• **Late work/makeup exams:** Assignments are due at the regular class time and on the date due. Late work may be accepted depending on the circumstances. A late penalty may also be assessed. Permission to make-up work for a non-school sanctioned activity or for an absence will depend on the circumstances of the absence.

**EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**Services for Students:**

• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

**Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
**Grading Criteria:** The student’s course grade will be determined in the following manner:

- **Production Element Critique** 25% of final grade
- **Original Play** 15% of final grade
- **Three Examinations** 30% of final grade
- **Aristotelian Play Analysis** 20% of final grade
- **Participation/Attendance** 10% of final grade

**Grading Scale:**

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- 0 – 59 F

**DRAM 1310 (Introduction to Theatre)**

**CONTENT OUTLINE**

**Due to varied class sizes, course content may alter slightly.**
AUGUST

27 M  Introductions, Syllabus

29 W  Elements of Theatre; Dramatic Criticism; Nature of Dramatic Literature

SEPTEMBER

3 M  LABOR DAY HOLIDAY – NO CLASS

5 W  Greek Drama and Theatre; Play Reading

10 M  Greek Theatre; Play Reading

12 W  Roman Drama and Theatre; Play Reading

17 M  Roman Para theatrical Entertainments
View Gladiator, Spartacus, and Ben Hur

19 W  The Actor
Acting Demonstrations and Exercises

24 M  **EXAM #1**

26 W  The Playwright and the Dramaturg
Playwriting Exercises

OCTOBER

1 M  The Director; Theatre Architecture and Configurations

3 W  Medieval Times and Medieval Drama
View The Lion in Winter

8 M  Medieval Drama, Medieval Staging Conventions

10 W  Elizabethan Drama; Play Reading

15 M  William Shakespeare’s Theatre
**ARISTOTELIAN ANALYSIS DUE**

17 W  View Shakespeare in Love; Luhrmann’s Romeo and Juliet

22 M  Designers and Technicians
Design Exercises

24 W  Theatre of Colonial North America; American theatre of the 1800s; Play Reading

29 M  **EXAM #2**

31 W  1850 – 1900 Realism; Henrik Ibsen
    Play Reading

NOVEMBER

5 M  Anton Chekhov; Constantin Stanislavski; George Bernard Shaw

7 W  Play Reading and Discussion

12 M  The Avant-Garde Theatre Movements of the early 1900s (e.g. Expressionism, Futurism, Dada)

14 W  Bertolt Brecht; Play Reading
    **ORIGINAL PLAY SCRIPT DUE**

19 M  Asian Theatre: Noh Theatre, Kabuki Theatre, Bunraku

21 W  THANKSGIVING HOLIDAY – NO CLASS

26 M  Notable Women of the American Theatre; African-American Theatre and Black Drama; Play Reading

28 W  Eugene O’Neill, Arthur Miller, and Tennessee Williams
    Play Reading
    **NAVARRO COLLEGE PRODUCTION ELEMENT CRITIQUE DUE**

DECEMBER

3 M  Musical Theatre; Play Reading

5 W  Contemporary Theatre
    Final wrap-up

10 M  FINAL EXAMS BEGIN
DRAM 1351 Acting I
Department of Theatre

Dr. Shellie O’Neal
FA 129 / (903) 875-7632
Office Hours TBA
shellie.oneal@navarrocollege.edu
Fall 2013

Catalog Description of the Course: An introduction to the art of acting with emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. The development of basic skills and techniques of acting, including increased sensory awareness, ensemble performing, character analysis and script analysis. Required of all theatre majors.

Introduction and Rationale for the Course:
Acting One is designed to introduce the student to basic acting concepts and an array of acting techniques. Through this exposure to numerous methods, the student will develop a preferred acting technique for him/herself. While this course is crucial for those aspiring to a career in theatre, the non-theatre major will also find this course instructive due to the course’s exploration of the human condition and varied situations and relationships in which humans find themselves. Upon successful completion of this course, the student will receive three (3) credit hours.

Instructional Materials
• Required Materials
  Additional Materials: Hagen, Uta. Respect for Acting., videos, films, CDs.
  Learning Activities: experiential and interactive exercises, sensory awareness exercises, lectures, class discussions, improvisations.

Student Learning Outcomes: By semester’s end, the student must show an understanding and awareness of the scope and variety of dramatic pieces presented in this course. Also, the student must articulate an informed and educated personal reaction to a play. Finally, the student must demonstrate an understanding of dramatic pieces within a historical or social context.

Core Objectives
• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
• **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Method of Instruction:** Instructional methods employed for this course will include lectures and demonstrations, but will also depend upon student participation in class activities and exercises. The student should recognize at the course’s outset the importance of noting your classmates’ contributions: use your classmates as a valuable resource! Some films will be employed for demonstration of various ideas, concepts, and styles.

**Method of Evaluation:** Grades in this course will be based on the following evaluative criteria: a written journal, an essay exam, performance of a monologue, performance of a scene with a partner, three scene analyses (written), performance of a 2-minute scene.

**Grading Criteria:** The student’s course grade will be determined in the following manner:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Journal</td>
<td>30%</td>
</tr>
<tr>
<td>Written Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Scene Performance #1</td>
<td>10%</td>
</tr>
<tr>
<td>Scene Performance #2</td>
<td>15%</td>
</tr>
<tr>
<td>Scene Analyses</td>
<td>15%</td>
</tr>
<tr>
<td>(Uta Hagen questions)</td>
<td></td>
</tr>
<tr>
<td>2-minute exercise performance</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- Food and Beverages in Classrooms: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beckeries are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- Disruptive Classroom Behavior Policy: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- Academic dishonesty: Plagiarism of any kind on any written assignment will result in a failing grade. Academic dishonesty will not be tolerated.
• **Late work/makeup exams:** Assignments are due at the regular class time and on the date due. Late work may be accepted depending on the circumstances. A late penalty may also be assessed. Permission to make-up work for a non-school sanctioned activity or for an absence will depend on the circumstances of the absence.

**EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**Services for Students:**

• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

**Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
ECON 2301 Principles of Macroeconomics
Business, Professional, and Technical Division

Christi Esquivel
Bain Center 338/903-875-7560
Office Hours: See attached schedule
Christi.esquivel@navarrocollege.edu
Spring 2014

Catalog Description of the Course: Analysis of the economy as a whole, national income, money and banking, monetary policy, public finance, fiscal policy, economic stabilization policies, growth, and related current economic problems.

Introduction and Rationale for the Course: Analysis of the economy as a whole including the measurement and determination of national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy, and monetary policy.

Instructional Materials
- **Scantron Form 888E** for exams in class.
- **Daily Internet Access**

Student Learning Outcomes: At the end of the course, the student should be able to:
- Explain the role of scarcity in economic decision making. (C-SLO-1)
- Explain the role of opportunity cost in economic decision making. (C-SLO-2)
- Explain the role of specialization and cost/benefit analysis in economic decision making.
- Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and market demand curves on equilibrium price and output. (C-SLO-3)
- Define and measure national income and rates of unemployment and inflation. Demonstrate knowledge of economic indicators. (C-SLO-4)(Signature Assignment: Critical Thinking and Empirical/Quantitative Skills)
- Compare alternative economic systems with respect to the role of government and the private sector. Demonstrate knowledge of taxation. (C-SLO-5)
- Identify phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.
- Define money and the money supply; describe the process of money creation by the banking system and the role of the central bank. (C-SLO-6)
Construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.

Explain the mechanics and institutions of international trade and their impact on the macro economy.

Define economic growth and identify sources of economic growth.

Discuss and explain how lack of property rights, failure to enforce contracts, and corruption influences economic activity within a country. (Signature Assignment: Communication and Social Responsibility)

Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Method of Instruction: This is a traditional lecture course. Students are required to read the required text, bring assigned handouts/articles, attend lecture, complete homework and quizzes in MyEconLab, work on group practice sets, take section exams, and participate in class.

Method of Evaluation:
60% Major Exams (Taken in Class)
40% MyEconLab Homework & Quizzes

Grading Criteria:
- A 90 to 100
- B 80 to 89
- C 70 to 79
- D 60 to 69
- F Below 60

Attendance: Regular, punctual attendance is expected. Students who do not attend class regularly will not do well in the course. Attendance is taken at class meetings. No tardies are recorded. If the student is not in the room when roll is taken, the student is absent.

Students may not miss more than six (6) class meetings. After the 6th absence, the student will be dropped. In order to have an absence excused, the student should (1) contact the instructor as soon as possible via email from their NC email address, and then (2) at the first class meeting after the missed class, present WRITTEN documentation for the absence. Acceptable forms of written documentation are physicians note, court document, email/letter from school sponsor, school administrator, or
employer, and/or death notice. These documents MUST have the date on it. No undated documents will be accepted.

Any student who misses two consecutive weeks of class will be dropped for failure to attend.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

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- **Late work/makeup exams:** I do not accept late work or give make-up exams.

**Additional Course Requirements:**
All exams are taken in class. Please see attached exam schedule. **No make-up exams.** All students are allowed to drop their one (1) lowest exam grade. Any exam not taken is a zero. Exam dates and times are provided in a separate document. This document can be found in Blackboard.
MyEconLab: This is a homework/quiz system apart from Blackboard. It is accessed by going to www.pearsonmylabandmastery.com. You can purchase access by buying the required textbook bundled with the code from a NC bookstore or the publisher. No late work will be accepted in MyEconLab. All students must set up and have paid for their MyEconLab account by no later than January 31, 2014. The enrollment period for MyEconLab ends that day. No student can be added to MyEconLab after January 31, 2014. Any student not listed in MyEconLab on February 2, 2014, will receive a zero (0) for their MyLab portion of the course grade. MyEconLab is 40% of the course grade.

A student will receive a zero for any incomplete homework or quiz. All students will be allowed to drop their two (2) lowest MyEconLab homework grades and two (2) lowest MyEconLab quiz grades. Homework problems in MyEconLab can be attempted as many times as a student desires while it is available. MyEconLab will record the highest score. Quizzes in MyEconLab can only be taken twice. MyEconLab will record the highest score.

Students should work their chapter homework and quizzes in chapter order; students should not “jump” around. Homework for a chapter should be completed before the chapter quiz.

SLO (student learning outcome) assignments in MyLab are counted as homework assignments. Students only receive two attempts on these assignments. Any SLO assignment not completed is a zero.

Study plan in MyEconLab is not for a grade; available for students to better their skills.

The required textbook with MyEconLab code is needed by the first week of class. No exceptions or special allowances will be made for students who do not have the required text and/or MyEconLab access.

All homework problems and quizzes are done in MyEconLab. MyEconLab and Blackboard are NOT the same. MyEconLab is a separate system from Blackboard.

All exams are taken in class. A scantron form 888E is required to take the exam. Students are not allowed to borrow supplies from other students. Supplies can be purchased from the instructor for a fee. Students are discouraged from arriving to exams late. NO STUDENT WILL BE ALLOWED TO TAKE AN EXAM IF THEY ARE MORE THAN 15 MINUTES LATE TO CLASS. No cell phones are allowed on during exams. If a student’s cell phone goes off during an exam, that student’s exam is over at that point, and the student must leave. No makeup exams. Whatever material the student has completed will be graded and that is the grade the student will be awarded for that exam. Students may NOT use laptops, tablets, or cell phones for any reason during an exam.

There are no makeup exams for any reason. Any student who misses an exam, will receive a zero.

All students will have their one (1) lowest exam grade dropped from final course grade calculation.

COMPUTER FAILURE OF ANY SORT IS NOT A VALID EXCUSE FOR NOT COMPLETING ANY ASSIGNMENT IN THE COURSE.
NOT HAVING INTERNET ACCESS FOR ANY REASON IS NOT A VALID EXCUSE. IT IS THE STUDENT’S RESPONSIBILITY TO HAVE A WORKING INTERNET CONNECTION DAILY; NO MATTER WHERE OR WHEN.

No extra credit will be given to students on an individual basis.

Any serious student issues such as accidents, etc., are handled on a case by case basis. Any affected student is required to contact me immediately by email and the issue MUST be discussed over the phone. No special accommodations due to accident, injury, illness, etc. will be made after the fact.

If at any time you have questions, it is your responsibility to contact the instructor via e-mail. No subject matter questions will be answered over the phone. All subject matter questions must be submitted in writing via e-mail. You must use your Navarro College email account for all class correspondence.

It is the student’s responsibility to check all class announcements, email, and course documents. All students are responsible for adhering to and being aware of all course policies and deadlines.

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**Course Outline:**

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<th>Section 1:</th>
<th>Chapter 1, 2, 3</th>
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<tr>
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<td>MyLab Ch 1 Hmwk</td>
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<td>MyLab Ch 1 Quiz</td>
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<td>MyLab Ch 2 Hmwk</td>
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<td>MyLab Ch 2 Quiz</td>
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<td>MyLab Ch 3 Hmwk</td>
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<td>MyLab Ch 3 Quiz</td>
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<td>SLO#3 Supply &amp; Demand</td>
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<td>Exam</td>
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<td>MyLab Ch 4 Quiz</td>
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<td>MyLab Ch 7 Hmwk</td>
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<td>MyLab Ch 9 Hmwk</td>
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<td>MyLab Ch 9 Quiz</td>
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<td>SLO#4 Economic Indicators (Signature Assignment)</td>
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<td>Exam</td>
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<th>Section 5:</th>
<th>Chapter 14, 15 &amp; 16</th>
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<td>MyLab Ch 14 Hmwk</td>
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</table>
MyLab Ch 14 Quiz
MyLab Ch 15 Hmwk
MyLab Ch 15 Quiz
MyLab Ch 16 Hmwk
MyLab Ch 16 Quiz
MyLab Ch 19 Hmwk
SLO#5 Taxation
SLO#6 Money and Banking
Social Responsibility Signature Assignment
Final Exam
Catalog Description of the Course: Basic price theory under market conditions of pure competition, monopoly, monopolistic competition, and oligopoly. Discussion of distribution of income and contemporary economic problems emphasized.

Introduction and Rationale for the Course: Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failure, and international trade.

Instructional Materials
- Scantron Form 888E for exams in class.
- Daily Internet Access

Student Learning Outcomes: At the end of the course, the student should be able to:
- Explain the role of scarcity in economic decision making. (C-SLO-1)
- Explain the role of opportunity cost in economic decision making (C-SLO-2)
- Explain the role of specialization and cost/benefit analysis in economic decision making.
- Identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and market demand curves on equilibrium price and output.
- Summarize the law of diminishing marginal utility; describe the process of utility maximization.
- Calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue. (C-SLO-3)
- Describe the production function and the law of diminishing marginal productivity; calculate and graph short run and long run costs of production. (C-SLO-4) (Signature Assignment: Critical Thinking and Empirical/Quantitative Skills)
- Identify four market structures by characteristics; calculate and graph the profit maximizing price and quantity in the output markets by use of marginal analysis.
- Determine profit maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis. Demonstrate knowledge of worker productivity. (C-SLO-5)
- Describe the different philosophies regarding the redistribution of wealth. (C-SLO-6)
- Describe governmental efforts to address market failure such as monopoly power, asymmetric information, externalities, and public goods.
- Demonstrate the benefits of free trade using the concept of comparative advantage.
- Discuss and explain the data and issues with regards to income distribution, poverty, and income mobility in the U. S. (Signature Assignment: Social Responsibility and Communication)

Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Method of Instruction: This is a traditional lecture course. Students are required to read the required text, bring assigned handouts/articles, attend lecture, complete homework and quizzes in MyEconLab, work on group practice sets, take section exams, and participate in class.

Method of Evaluation:
60% Major Exams (Taken in Class)
40% MyEconLab Homework & Quizzes

Grading Criteria:
A  90 to 100
B  80 to 89
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F  Below 60

Attendance: Regular, punctual attendance is expected. Students who do not attend class regularly will not do well in the course. Attendance is taken at class meetings. No tardies are recorded. If the student is not in the room when roll is taken, the student is absent.

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- **Late work/makeup exams**: I do not accept late work or give make-up exams.

Additional Course Requirements:
All exams are taken in class. Please see attached exam schedule. **No make-up exams.** All students are allowed to drop their one (1) lowest exam grade. Any exam not taken is a zero. Exam dates and times are provided in a separate document. This document can be found in Blackboard.

**MyEconLab:** This is a homework/quiz system apart from Blackboard. It is accessed by going to [www.pearsonmylabandmastery.com](http://www.pearsonmylabandmastery.com). You can purchase access by buying the required textbook bundled with the code from a NC bookstore or the publisher. No late work will be accepted in MyEconLab. **All students must set up and have paid for their MyEconLab account by no later than January 31, 2014.** The enrollment period for MyEconLab ends that day. No student can be added to MyEconLab after January 31, 2014. Any student not listed in MyEconLab on February 2, 2014, will receive a zero (0) for their MyLab portion of the course grade. MyEconLab is 40% of the course grade.

A student will receive a zero for any incomplete homework or quiz. All students will be allowed to drop their two (2) lowest MyEconLab homework grades and two (2) lowest MyEconLab quiz grades. Homework problems in MyEconLab can be attempted as many times as a student desires while it is available. MyEconLab will record the highest score. Quizzes in MyEconLab can only be taken twice. MyEconLab will record the highest score.

Students should work their chapter homework and quizzes in chapter order; students should not “jump” around. Homework for a chapter should be completed before the chapter quiz.

SLO (student learning outcome) assignments in MyLab are counted as homework assignments. Students only receive two attempts on these assignments. Any SLO assignment not completed is a zero.

Study plan in MyEconLab is not for a grade; available for students to better their skills.

The required textbook with MyEconLab code is needed by the first week of class. No exceptions or special allowances will be made for students who do not have the required text and/or MyEconLab access.

All homework problems and quizzes are done in MyEconLab. **MyEconLab and Blackboard are NOT the same. MyEconLab is a separate system from Blackboard.**

All exams are taken in class. A scantron form 888E is required to take the exam. Students are not allowed to borrow supplies from other students. Supplies can be purchased from the instructor for a fee. Students are discouraged from arriving to exams late. **NO STUDENT WILL BE ALLOWED TO TAKE AN EXAM IF THEY ARE MORE THAN 15 MINUTES LATE TO CLASS.** No cell phones are allowed on during exams. If a student’s cell phone goes off during an exam, that student’s exam is over at that point, and the student must leave. No makeup exams. Whatever material the student has completed will be graded and that is the grade the student will be awarded for that exam. Students may NOT use laptops, tablets, or cell phones for any reason during an exam.

There are no makeup exams for any reason. Any student who misses an exam, will receive a zero.

All students will have their one (1) lowest exam grade dropped from final course grade calculation.
COMPUTER FAILURE OF ANY SORT IS NOT A VALID EXCUSE FOR NOT COMPLETING ANY ASSIGNMENT IN THE COURSE.

NOT HAVING INTERNET ACCESS FOR ANY REASON IS NOT A VALID EXCUSE. IT IS THE STUDENT’S RESPONSIBILITY TO HAVE A WORKING INTERNET CONNECTION DAILY; NO MATTER WHERE OR WHEN.

No extra credit will be given to students on an individual basis.

Any serious student issues such as accidents, etc., are handled on a case by case basis. Any affected student is required to contact me immediately by email and the issue MUST be discussed over the phone. No special accommodations due to accident, injury, illness, etc. will be made after the fact.

If at any time you have questions, it is your responsibility to contact the instructor via e-mail. No subject matter questions will be answered over the phone. All subject matter questions must be submitted in writing via e-mail. **You must use your Navarro College email account for all class correspondence.**

It is the student’s responsibility to check all class announcements, email, and course documents. All students are responsible for adhering to and being aware of all course policies and deadlines. **Students are required to use the Navarro College email system for all class correspondence.**

EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

Services for Students:

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking
students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

**Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.

**Course Outline:**

**Section 1:**
- Chapter 1, 2, 3
- MyLab Ch 1 Hmwk
- MyLab Ch 1 Quiz
- MyLab Ch 2 Hmwk
- MyLab Ch 2 Quiz
- MyLab Ch 3 Hmwk
- MyLab Ch 3 Quiz
- SLO#1 & 2 Scarcity & Opportunity Cost
- Exam

**Section 2:**
- Chapter 4 & 6
- MyLab Ch 4 Hmwk
- MyLab Ch 4 Quiz
- MyLab Ch 5 Hmwk
- MyLab Ch 5 Quiz
- MyLab Ch 6 Hmwk
- MyLab Ch 6 Quiz
- SLO#3 Elasticities
- Exam

**Section 3:**
- Chapter 10 & 11
- MyLab Ch 10 Hmwk
- MyLab Ch 10 Quiz
- MyLab Ch 11 Hmwk
- MyLab Ch 11 Quiz
- SLO#4 Basic Production Concepts (Signature Assignment)
- Exam

**Section 4:**
- Chapter 12, 13 & 14
- MyLab Ch 12 Hmwk
- MyLab Ch 12 Quiz
- MyLab Ch 13 Hmwk
- MyLab Ch 13 Quiz
Section 5:

Chapter 15, 16 & 18
MyLab Ch 15 Hmwk
MyLab Ch 15 Quiz
MyLab Ch 16 Hmwk
MyLab Ch 16 Quiz
MyLab Ch 18 Hmwk
MyLab Ch 18 Quiz
SLO#5 Worker Productivity
SLO#6 Redistribution of Wealth
Social Responsibility Signature Assignment
Final Exam
Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   ENGL 1301 COMPOSITION AND RHETORIC I
   3 lec/1 lab (3 Cr.)

2) Introduction and Rationale for the Course:
   Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Note: ENGL 1301 is now a pre-requisite for all 2000-level literature courses.

3) Instructional Materials:
   Each new text is sold as a package.


   (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and/or materials require department chair approval.)
4) Core Curriculum Objectives:

- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) Student Learning Outcomes:

Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

6) Method of Instruction: *Specify specific method(s) of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

7) Method of Evaluation:

English 1301 is a writing course that carries three (3) transfer hours credit. In addition, the student participates in various laboratory activities assigned by the instructor. These activities may include working in a laboratory setting. Conferences may also be considered lab assignments. All English 1301 students should avail themselves of the opportunity to use the laboratory computers to prepare final drafts of their out-of-class essay assignments. *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

8) Grading Criteria:

1. The student will write a minimum of five compositions showing the development of acceptable skills of communication and using the rhetorical modes of description, narration, process, comparison/contrast, definition, classification, persuasion or argument, cause and effect, and/or analogy. **At least one** of these compositions will be **written in class.** An additional **in-class** composition will be the **final** examination. *(Note: this in-class directive does not apply to on-line courses.)*

2. Each composition and the final examination will be graded for basic compositional qualities-unity, completeness, clarity, and correctness. In particular, emphasis will be given to how clearly each composition reflects a working understanding of the material being studied and the material completed.
3. The student's course grade will be determined in the following manner:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. five to nine essays</td>
<td>60%</td>
</tr>
<tr>
<td>b. class quizzes/labs/other assignments</td>
<td>20%</td>
</tr>
<tr>
<td>c. final-exam (essay)</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. Each composition will be assessed a letter grade and/or a percentage score, according to the following general standards:

**A (90-100)**  The A theme states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

**B (80-89)**  The B theme states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

**C (70-79)**  The C essay's central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliché. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

**D (60-69)**  The D essay has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are
consistently inappropriate. The writer is unable to demonstrate control of standard
English grammar, which results in chronic sentence level problems, often as serious as
fragments, comma splices, and/or fused sentences.

F (Below 60) The F essay demonstrates no understanding or control of the fundamental
caracteristics of a college essay. The paper has no thesis or central purpose, no
recognizable organization, no evidence of critical thinking, and demonstrates no
understanding of accepted standard English grammar.

(Each instructor’s syllabus should specify what is required for each letter grade assignment in
this section of the course.)

A paper that fails to follow the assigned writing prompt or mode may receive an F.

9) Attendance: Instructors should reference the college attendance policy but also write the
specific attendance policy for this section of the course. (Include a reference to additional
departmental attendance policies for the course being taught. (e.g. developmental course
attendance policy, etc.) Online courses must have an attendance/participation policy that
specifies the requirements for online participation and the conditions under which a student
may be dropped for inadequate participation. For example, if students are to be dropped for
failing to login to Blackboard by the 12th class day, it must be specifically stated in this section.
Instructors have considerable flexibility in determining the content of this section but it must be
included. (See Examples in Appendix A.) Under this section, the following special notes on
financial aid and effects of dropping a course must be included in all syllabi:

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all
classes. Do not drop or stop attending any class without consulting the Financial Aid
Office. Changes in your enrollment level and/or failing grades may require you to repay
financial aid funds.

• According to current Texas law, dropping a course may have serious academic
consequences as well. Under most circumstances, a maximum of 6 courses may be
dropped throughout the entire undergraduate degree program. Before you decide to
withdraw from this or any other course, make sure you understand the consequences.
For more information see the Office of the Registrar.

10) Classroom Policies:

• Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed.
Committee will seek review of this policy before publishing this list of syllabi
requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are
expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

  *Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams:** specifically written by each instructor.

11) **Additional Course Requirements:**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246
(Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status, or veterans status.

13 Services for Students:
- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.
- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.
- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. *(Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)*

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Appendix A contains examples of an online attendance policy statement, a lecture class attendance policy statement, an academic dishonesty policy statement, and a classroom policies statement.

**Example of Online Attendance Policy:**

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
“Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a
failing grade. College transcripts are a lifelong attachment!
- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty Policy Statement:**
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**
- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.

Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 1302 COMPOSITION AND RHETORIC II
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   ENGL 1302 COMPOSITION AND RHETORIC II
   3 lec/1 lab (3 Cr.)

2) Introduction and Rationale for the Course:
   Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. 
   Prerequisite: ENGL 1301 or its equivalent

3) Instructional Materials:


   (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and/or materials require department chair approval.)
4) Core Curriculum Objectives:
- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

6) Method of Instruction: *Specify specific method(s) of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

7) Method of Evaluation:
English 1302 is a writing-rhetoric-literature course that carries three (3) transfer hours credit. In addition, the student participates in various laboratory activities assigned by the instructor. These activities may include working in a laboratory setting. Conferences may also be considered lab assignments. *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

8) Grading Criteria:
1. The student's grade for this course will be determined according to the quality of his or her work in the following general categories:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays and/or Exams</td>
<td>35%</td>
</tr>
<tr>
<td>Research</td>
<td>25%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
</tbody>
</table>

   **Total: 100%**

(Note: Percentages may vary slightly from instructor to instructor.)
2. Each composition will be assessed a letter grade and/or a percentage score, according to the following general standards for basic compositional qualities: unity, completeness, clarity, and correctness. In particular, emphasis will be given to how clearly each essay reflects a working understanding of the material being studied and the material complete. The following are general standards used in determining a student’s essay score.

A (90-100) The A theme states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

B (80-89) The B theme states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

C (70-79) The C essay's central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliche. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

D (60-69) The D essay has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are consistently inappropriate. The writer is unable to demonstrate control of standard English grammar, which results in chronic sentence level problems, often as serious as fragments, comma splices, and/or fused sentences.

F (Below 60) The F essay demonstrates no understanding or control of the fundamental characteristics of a college essay. The paper has no thesis or central purpose, no
recognizable organization, no evidence of critical thinking, and demonstrates no understanding of accepted standard English grammar.

A paper that fails to follow the assigned writing prompt or mode may receive an F.

9) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special notes on financial aid and effects of dropping a course must be included in all syllabi.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies:
- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will
be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** *(This policy is required verbatim in all lecture courses but should not be included in online courses.)* Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in
the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

**Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.**

- **Academic dishonesty**: *specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

- **Late work/makeup exams**: *specifically written by each instructor.*

11) Additional Course Requirements

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

12) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status, or veterans status.
13) Services for Students:

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

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- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. **(Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)**

15) Course Outline: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. **All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)**
Appendix A

**Example of Online Attendance Policy:**

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

_**Special notes:**_

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- **Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
- **Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.**
- **If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.**
- **All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.**

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

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- **Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2311 Technical and Business Writing  
Instructor Name  
Office Location/Phone Number  
Office Hours (If Available)  
E-Mail address  
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics, must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) **Catalog Description of the Course:**
- ENGL 2311 TECHNICAL AND BUSINESS WRITING  
- 3 lec (3 Cr.) Prerequisite: ENGL 1301

2) **Introduction and Rationale for the Course:**
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

3) **Instructional Materials:**

(Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and/or materials require department chair approval.)

4) **Core Curriculum Objectives:**
- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
• **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

• **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) **Student Learning Outcomes:**
Upon successful completion of this course, students will:
1. Recognize, analyze, and accommodate diverse audiences.
2. Produce documents appropriate to audience, purpose, and genre.
3. Analyze the ethical responsibilities involved in technical communication.
4. Locate, evaluate, and incorporate pertinent information.
5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.
6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.
7. Design and test documents for easy reading and navigation.

6) **Method of Instruction:** Specify specific method(s) of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

8) **Grading Criteria:**
1. Three (3) to four (4) abstracts of articles taken from current literature of technical and professional areas. (10%)
2. Six (6) to ten (10) reports and exercises written to an uninformed reader on technical and professional areas. *Up to five (5) points may be added to this area’s total for 1) an organized notebook which includes all assignments and instructions for those assignments, as well as any handouts or other materials gathered during the semester, and/or 2) class participation. (One point is lost per absence.) (60)
3. A company grade. (5%)
4. A 1000- to 1500-word formal report on a technical or professional topic. (20%)
5. An oral report/presentation on the formal report to the other participants within the program. (5%)

**Total** (100%)

*Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.*

Each written assignment will be assessed a letter grade and/or a percentage score, according to the following general standards:
A (90-100) The A theme states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

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• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)

Appendix A

**Example of Online Attendance Policy:**

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

**Special notes:**

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire
undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or \(1/8\)th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or \(1/8\)th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than \(1/8\)th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

• Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more
Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2322 BRITISH LITERATURE I
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
ENGL 2322 BRITISH LITERATURE I
3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1301

2) Introduction and Rationale for the Course:
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

3) Instructional Materials:

Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
- Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
• **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

• **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) **Learning Outcomes:**

Upon successful completion of this course, students will:

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.

2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.

3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.

4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.

5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

*Standards for Evaluation:*

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Major Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Research</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).

9) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.) Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies

- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the
appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the
context of a classroom or educational setting. Disruptive behavior includes conduct that
distracts or intimidates others in a manner that interferes with instructional activities,
fails to adhere to an instructor’s appropriate classroom rules or instructions, or
interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the*
*instructor and communicating to the students via the course syllabus and classroom*
*discussion at the beginning of the course.* Such rules may contain reasonable restrictions
*in light of the instructional setting, teaching methods and learning objectives; and may*
*vary depending upon the educational context.* Specifically, online courses should have
*only those guidelines for behavior that are appropriate to the online environment.*
*Instructional rules may include, but not be limited to, prohibitions on the use of*
*electronic devices, refusing to be seated, talking during lectures, sleeping, eating,
newspaper reading, entering the*

- **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of
  academic dishonesty in your classroom. For example, consequences may vary from a zero on a
  specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams:** specifically written by each instructor.

11) **Additional Course Requirements:**
*Include this section only if needed in this specific course. The content of this section must be*
*specifically written by each instructor.*

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and
regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246
(Revised Order #4), where applicable, with respect to the availability of student loans, grants,
scholarships, and job opportunities, with respect to the employment and promotion of
teaching and non-teaching personnel, with respect to the student and faculty activities
conducted on premises owned or occupied by the College. Navarro College shall not
discriminate either in favor of or against any person on account of race, color, religion, creed,
sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) **Services for Students:**
- **Students with Disabilities:** Please know that Navarro College provides reasonable
  accommodations to students with documented disabilities in compliance with the Americans
  with Disabilities Act. Students who wish to request special accommodations must complete the
  application/documentation process within the first week of class and receive approval before
  said accommodations are provided. Contact the Navarro College Counseling Center (903-875-
  7397) for more details.
- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)

(See appendix on next page.)
Appendix A

Example of Online Attendance Policy:
Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities. Special notes:

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend
if you wish to but you are not required to complete any course assignments on
the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient
participation), **the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the**
course, you should withdraw from it formally in the office of the registrar if you wish to
avoid receiving a failing grade. College transcripts are a lifelong attachment!

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- Deadlines for withdrawing from the course and their associated consequences to your
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- If you experience difficulty in this course or in meeting the class schedule, contact the
  instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing
  from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student
is expected to be present, on time, and prepared for all class meetings unless other
arrangements have been made in advance. Excessive absences are defined as the equivalent of
two weeks in a 16-week semester and may result in the student being dropped from the
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class due to extraordinary circumstances, please quietly enter the room and take your seat.
However, if roll call has already been conducted, you will remain on the roll of absentee for
the day despite your late arrival. Students who arrive late to exams will only be allowed to take
the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not
drop or stop attending any class without consulting the Financial Aid Office. Changes in your
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13) According to current Texas law, dropping a course may have serious consequences. Under
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• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2323 BRITISH LITERATURE II

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
ENGL 2323 BRITISH LITERATURE II
3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1302

2) Introduction and Rationale for the Course:
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

3) Instructional Materials:

   Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
   - **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   - **Communication Skills** – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
   - **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
   - **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making
5) **Student Learning Outcomes:**

1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

*Standards for Evaluation:*

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<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).

Each composition or writing assignment will be assessed a letter grade and/or a percentage score, according to the following general standards:
A (90-100) The A essay or writing assignment states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay or writing assignment addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

B (80-89) The B theme or writing assignment states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

C (70-79) The C theme or writing assignment’s central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliché. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

D (60-69) The D theme or writing assignment has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are consistently inappropriate. The writer is unable to demonstrate control of standard English grammar, which results in chronic sentence level problems, often as serious as fragments, comma splices, and/or fused sentences.

F (Below 60) The F theme or writing assignment demonstrates no understanding or control of the fundamental characteristics of a college essay. The paper has no thesis or central purpose, no recognizable organization, no evidence of critical thinking, and demonstrates no understanding of accepted standard English grammar.
9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies:**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In
the event the student fails to comply with the Instructor’s request, the student will be 
dismissed from class and at the Instructor’s discretion, may be counted absent or have 
points deducted for work missed, if appropriate. A student who violates this policy a 
second time will be dismissed from class, counted absent and have points deducted for 
work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination 
period will not be permitted to continue the examination, will be asked to leave the 
classroom and will be denied the opportunity to complete or re-take the examination. 
Due to the circumstance, the Instructor may question the validity of any portion of the 
examination completed prior to the violation and may elect not to grade the 
examination. In such a situation, the student will not receive credit for the examination 
and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.
Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the

- Academic dishonesty: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- Late work/makeup exams: specifically written by each instructor.

11) Additional Course Requirements:
Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) Services for Students:
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Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- *Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.*

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
(See appendix on next page.)
Appendix A

Example of Online Attendance Policy:
Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend
if you wish to but you are not required to complete any course assignments on
the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient
participation), **the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the**
course, you should withdraw from it formally in the office of the registrar if you wish to
avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will
  receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your
  college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the
  instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing
  from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student
is expected to be present, on time, and prepared for all class meetings unless other
arrangements have been made in advance. Excessive absences are defined as the equivalent of
two weeks in a 16-week semester and may result in the student being dropped from the
course. Absence is defined as not being present when the roll is called. If you must be late to
class due to extraordinary circumstances, please quietly enter the room and take your seat.
However, if roll call has already been conducted, you will remain on the roll of absentees for
the day despite your late arrival. Students who arrive late to exams will only be allowed to take
the exam in extraordinary circumstances.

  **Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not
drop or stop attending any class without consulting the Financial Aid Office. **Changes in your
enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under
most circumstances, a maximum of 6 courses may be dropped throughout the entire
undergraduate degree program. Before you decide to withdraw from this or any other
course, make sure you understand the consequences. For more information see the Office
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• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2327 AMERICAN LITERATURE I
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
ENGL 2327 AMERICAN LITERATURE I
3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1302

2) Introduction and Rationale for the Course:
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

3) Instructional Materials:

   Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
   - Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   - Communication Skills – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
• **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

• **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) **Student Learning Outcomes:**

Upon successful completion of this course, students will:
1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** *Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) *Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.*

*Standards for Evaluation:*

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Research</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).*
Each composition or writing assignment will be assessed a letter grade and/or a percentage score, according to the following general standards:

A  (90-100) The A essay or writing assignment states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay or writing assignment addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

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Appendix A

*Example of Online Attendance Policy:*

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. *Absence is defined as not completing an assigned activity within the time allotted.* If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend
if you wish to but you are not required to complete any course assignments on
the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient
participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete
the course, you should withdraw from it formally in the office of the registrar if you wish to
avoid receiving a failing grade. College transcripts are a lifelong attachment!

- **Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
- **Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.**
- **If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.**
- **All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.**

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student
is expected to be present, on time, and prepared for all class meetings unless other
arrangements have been made in advance. Excessive absences are defined as the equivalent of
two weeks in a 16-week semester and may result in the student being dropped from the
course. Absence is defined as not being present when the roll is called. If you must be late to
class due to extraordinary circumstances, please quietly enter the room and take your seat.
However, if roll call has already been conducted, you will remain on the roll of absentees for the
day despite your late arrival. Students who arrive late to exams will only be allowed to take the
exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2328 AMERICAN LITERATURE II
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
ENGL 2328 AMERICAN LITERATURE II
3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1302

2) Introduction and Rationale for the Course:
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

3) Instructional Materials:

Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
- Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making

5) **Student Learning Outcomes:**

Upon successful completion of this course, students will:
1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

*Standards for Evaluation:*

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Major Exams</td>
<td>40%</td>
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<tr>
<td>Research</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
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<tr>
<td>Final</td>
<td>20%</td>
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<tr>
<td>Total</td>
<td>100%</td>
</tr>
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*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).

Each composition will be assessed a letter grade and/or a percentage score, according to the following general standards:

A (90-100) The A essay or writing assignment states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay or writing assignment addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

B (80-89) The B theme or writing assignment states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

C (70-79) The C theme or writing assignment’s central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliché. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

D (60-69) The D theme or writing assignment has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are consistently inappropriate. The writer is unable to demonstrate control of standard English
grammar, which results in chronic sentence level problems, often as serious as fragments, comma splices, and/or fused sentences.

F (Below 60) The F theme or writing assignment demonstrates no understanding or control of the fundamental characteristics of a college essay. The paper has no thesis or central purpose, no recognizable organization, no evidence of critical thinking, and demonstrates no understanding of accepted standard English grammar.

9) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies
- Electronic Devices in Classrooms: (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off
prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
• **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the*

• **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

• **Late work/makeup exams:** specifically written by each instructor.

11) **Additional Course Requirements:**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and
faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) Services for Students:

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)

(See appendix on next page.)
Appendix A

Example of Online Attendance Policy:
Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
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circumstances.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient **participation**), the **RESPONSIBILITY for doing so belongs to you!** If you are **unable to complete the** course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
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- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
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Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**
- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
ENGL 2332 WORLD LITERATURE I
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   ENGL 2332 WORLD LITERATURE I
   3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1302

2) Introduction and Rationale for the Course:
   A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

3) Instructional Materials:
   Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
   - **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
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   - **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
   - **Personal Responsibility** – to include the ability to connect choices, actions and consequences to ethical decision-making
5) **Student Learning Outcomes:**

Upon successful completion of this course, students will:
1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** *Specify specific method of instruction to be used in this section of the course.* *(Examples: lecture, group activities, etc.)* Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** *(Specify the number and type of assignments, etc. Specify how grades will be determined. *(e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?))* **This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.**

8) **Grading Criteria:** *(Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.**

*Standards for Evaluation:*

- Major Exams: 40%
- Research: 20%
- Daily Grades: 20%
- Final: 20%
- Total: 100%

*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).*

Each composition will be assessed a letter grade and/or a percentage score, according to the following general standards:

**A** (90-100) The A essay or writing assignment states and develops its central idea with
originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay or writing assignment addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

B (80-89) The B theme or writing assignment states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

C (70-79) The C theme or writing assignment’s central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliché. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

D (60-69) The D theme or writing assignment has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are consistently inappropriate. The writer is unable to demonstrate control of standard English grammar, which results in chronic sentence level problems, often as serious as fragments, comma splices, and/or fused sentences.

E (Below 60) The E theme or writing assignment demonstrates no understanding or control of the fundamental characteristics of a college essay. The paper has no thesis or central purpose, no recognizable organization, no evidence of critical thinking, and demonstrates no understanding of accepted standard English grammar.

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course
attendance policy, etc.) **Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)**

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have
points deducted for work missed, if appropriate. A student who violates this policy a
second time will be dismissed from class, counted absent and have points deducted for
work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination
period will not be permitted to continue the examination, will be asked to leave the
classroom and will be denied the opportunity to complete or re-take the examination.
Due to the circumstance, the Instructor may question the validity of any portion of the
examination completed prior to the violation and may elect not to grade the
examination. In such a situation, the student will not receive credit for the examination
and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture
courses but should not be included in online courses.) Navarro College is proud of the
appearance of the campus and facilities. In order to assist in keeping facilities clean, no
food of any type is allowed in any classroom, laboratory, the library, planetarium, art
gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If
you must carry food with you to be consumed elsewhere, the food must be in a
backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art
gallery, museum, computer laboratories and other specialized laboratories containing
sensitive equipment. Students must exercise extreme care in bringing beverages into
campus facilities as spills might damage carpet and other furnishings. All students are
expected to properly dispose of all trash, drink containers, etc. brought into college
facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and
learning environment free from material and substantial classroom disruptions. Faculty
members have the authority and responsibility to effectively manage their classroom
environments. Instructors may determine the time and manner for student questions
and expression of points of view in the instructional setting. Accordingly instructors
should establish, communicate and enforce reasonable rules of classroom behavior and
decorum via the syllabus and classroom discussion. This policy is not intended to
discourage appropriate classroom expression, discussion or disagreement, but to
promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially
or substantially interferes with or obstructs the teaching or learning process in the
context of a classroom or educational setting. Disruptive behavior includes conduct that
distracts or intimidates others in a manner that interferes with instructional activities,
fails to adhere to an instructor’s appropriate classroom rules or instructions, or
interferes with the normal operation of the College. *Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the*

- **Academic dishonesty: specific policy to be written by each instructor.** Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams: specifically written by each instructor.**

11) **Additional Course Requirements:**

   *Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) **Services for Students:**

   - **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.
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- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

14) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline**: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
(See appendix on next page.)
Appendix A

Example of Online Attendance Policy:
Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend
if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course**, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- **Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
- **Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.**
- **If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.**
- **All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.**

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**
- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   ENGL 2333 WORLD LITERATURE II
   3 lec (3 Cr.) Prerequisites: ENGL 1301 & 1302

2) Introduction and Rationale for the Course:
   A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

3) Instructional Materials:

   Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


4) Core Curriculum Objectives:
   • Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   • Communication Skills – to include effective development, interpretation and expression of ideas through written, oral, and visual communication
   • Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
   • Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making
5) **Student Learning Outcomes:**

Upon successful completion of this course, students will:
1. Identify key ideas, representative authors and works, significant historical or cultural events, and characteristic perspectives or attitudes expressed in the literature of different periods or regions.
2. Analyze literary works as expressions of individual or communal values within the social, political, cultural, or religious contexts of different literary periods.
3. Demonstrate knowledge of the development of characteristic forms or styles of expression during different historical periods or in different regions.
4. Articulate the aesthetic principles that guide the scope and variety of works in the arts and humanities.
5. Write research-based critical papers about the assigned readings in clear and grammatically correct prose, using various critical approaches to literature.

6) **Method of Instruction:** *Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.*

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) *Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.*

*Standards for Evaluation:*

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Research</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Percentages may vary slightly from instructor to instructor (see instructor’s individual section of the syllabus).*

A (90-100) The A essay or writing assignment states and develops its central idea with originality. It is narrow in its scope in that its thesis is specific and provable with clear logic, personal experience, and/or outside readings and research. Its ideas are clear, logically organized, and thought provoking. Moreover, the essay or writing assignment addresses serious subject matter and demonstrates critical thinking skills, NOT mere observational skills. The tone and language are consistent with the purpose of the assignment, and they are not stilted and "affected." Finally, the essay contains expert
use of accepted standard English grammar applied to sophisticated and varied sentence structure types. It is free of flagrant errors in spelling, punctuation, and grammar.

B (80-89) The B theme or writing assignment states and develops its central idea with originality as well. It, too, is narrow in its scope, and its thesis is specific and provable. Its ideas are clear and obviously the result of critical thinking and, for the most part, are presented in a sustained, logical order. Its tone and language are consistent with the purpose of the assignment but may occasionally become inappropriate. Infrequent but distracting sentence level errors exist, affecting the smooth transition from idea to idea for the reader. The essay is free of flagrant spelling, grammar, and usage errors.

C (70-79) The C theme or writing assignment’s central idea may not always be entirely clear or its scope may simply be too large to develop logically within the parameters of the assignment. If the central idea is clear, proof of it can be achieved simply by observation and requires few critical thinking skills. As a result, it lacks sophisticated and sustained logical structure and development. Tone and language are often inappropriate and may even slip into colloquialism or cliché. The essay may contain various but not extremely serious sentence level problems because the writer is sometimes inconsistent in adhering to the rules of accepted English grammar.

D (60-69) The D theme or writing assignment has a variety of problems regarding scope and thesis. For example, it may have no central idea at all, resulting in vacuous or no organization and development. It may also offer the reader multiple ideas, none of which is adequately developed or organized in the piece. If an attempt is made to develop an idea, its proof is not the product of critical thinking, but relies frequently or solely upon sweeping generalizations and opinion, or only upon emotional appeal. Tone and language are consistently inappropriate. The writer is unable to demonstrate control of standard English grammar, which results in chronic sentence level problems, often as serious as fragments, comma spikes, and/or fused sentences.

F (Below 60) The F theme or writing assignment demonstrates no understanding or control of the fundamental characteristics of a college essay. The paper has no thesis or central purpose, no recognizable organization, no evidence of critical thinking, and demonstrates no understanding of accepted standard English grammar.

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must
be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend
if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course**, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course**, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:
Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:
• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
GOVT 2305 – AMERICAN NATIONAL GOVERNMENT
Department of Social Science

Instructor Name
Office Location
Phone Number
Email Address
Semester

1) Catalog Description of the Course: GOVT 2305 studies the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisites: Sophomore standing or consent of the instructor.

2) Introduction and Rationale for the Course: GOVT 2305 fulfills one-half (three hours) of the six hour requirement mandated by the Texas Legislature for all graduates of a public institution of higher education in the state of Texas.

3) Instructional Materials
   A. Required Materials
      2. Materials such as Scantron forms, blue books, etc. are left to the discretion of the instructor based on testing needs.
      3. Other class materials such as handouts, films, and journal articles related to specific topics may be required by the instructor.
   B. Required Activities
      1. Exams: Major exams will be given at the completion of each unit. Instructors may also choose to administer a cumulative final exam. The exams will constitute no less than 75% of the student’s final grade.
      2. Quizzes/Activities/Assignments: The final 25% of the course grade will be comprised of a combination of chapter quizzes, core objective assignments, in-class group activities, and/or Internet assignments, or a semester project. The instructor will use no fewer than eight and no more than 12 assignments during the course of the semester to comprise this portion of the grade.
      3. Student Learning Outcomes and Core Objective Assessments: Students are required to complete a departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will
be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

C. **Required Chapters** – The following chapters are required for GOVT 2305:

2. Chapter 4 - Federalism: Dividing Governmental Power
3. Chapter 5 – Opinion and Participation: Thinking and Acting in Politics
4. Chapter 7 – Political Parties: Organizing Politics
5. Chapter 8 – Campaigns and Elections
6. Chapter 9 – Interest Groups: Getting Their Share and More
7. Chapter 10 – Congress: Politics on Capitol Hill
8. Chapter 11 – The President: White House Politics
9. Chapter 13 – Courts: Judicial Politics
10. Chapter 14 – Politics and Personal Liberty
11. Chapter 15 – Politics and Civil Rights

4) **Student Learning Outcomes:**

1. Explain the origin and development of constitutional democracy in the United States.
2. Demonstrate knowledge of the federal system.
3. Describe separation of powers and checks and balances in both theory and practice.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.
5. Evaluate the role of public opinion, interest groups, and political parties in the political system.
6. Analyze the election process.
7. Describe the rights and responsibilities of citizens.
8. Analyze issues and policies in U.S. politics.

**Core Objectives**

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
5) **Method of Instruction:** Specify specific method of instruction (lecture, groups activities, Internet assignments, etc.)

6) **Method of Evaluation:** Specify the number and type of assignments, exams, etc. Regardless of the method used, exams must constitute no less than 75% of the student’s final grade, and other assignments (chapter quizzes, projects, research paper, etc.) will constitute no more than 25% of the final grade.

7) **Grading Criteria:** Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

8) **Attendance:** Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to be present and on time for all class meetings and will be held accountable for all material presented in class. If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.

If at any time the student decides not to complete the course, the student should confer with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester. All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Each instructor may include their specific attendance policy here.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) **Classroom Policies**
- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The
classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Administrative Assistant. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate, and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom
disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty**: Navarro College expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials may begin such action if a student is accused of cheating on academic work. Cheating includes, but is not limited to:
  A. Copying from another person's test paper or other academic work.
  B. Using, during a test, materials not authorized by the person giving the test.
  C. Collaborating, without authority, with another person during an examination or in preparing academic work.
  D. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test prior to its being administered.
  E. Substituting for another student, or permitting another person to substitute for you, to take a test or prepare other academic work.
  F. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).
  G. Taking from the classroom any testing materials without the permission of the instructor.

Most of the above-stated policy may be found in the current Navarro College Catalog.

Violations of these procedures will result in a student being dropped from the course or failing the course if the final drop date has passed. Also, if the violation is considered to be serious enough, a recommendation will be made to the appropriate administrative personnel for further action.

- **Late work/makeup exams**: Specific policy to be written by the instructor.

10) **Additional Course Requirements**: Specific requirements may be written by the instructor.
11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

12) **Services for Students:**
   - **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.
   - **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
   - **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

**Subject to Change:**
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)
Course Outline:
(A chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
GOVT 2306 – STATE & LOCAL GOVERNMENT
Department of Social Science

Instructor Name
Instructor Office Location
Phone:
Email:
Semester

1) Catalog Description of the Course: GOVT 2306 studies the origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisites: Sophomore standing or consent of the instructor.

2) Introduction and Rationale for the Course: GOVT 2306 fulfills one-half (three hours) of the six hour requirement mandated by the Texas Legislature for all graduates of a public institution of higher education in the state of Texas.

3) Instructional Materials
   A. Required Materials
      2. Other required materials such as Scantron forms, blue books, copies of reserve materials in the library, etc. should be stipulated by the instructor here.
   B. Required Activities
      1. Exams: Major exams will be given at the completion of each unit. Instructors may also choose to administer a cumulative final exam. The exams will constitute no less than 75% of the student’s final grade.
      2. Quizzes/Activities/Assignments: The final 25% of the course grade will be comprised of a combination of chapter quizzes, core objective assignments, in-class group activities, and/or Internet assignments, or a semester project. The instructor will use no fewer than eight and no more than 12 assignments during the course of the semester to comprise this portion of the grade.
      3. Student Learning Outcomes and Core Objective Assessments: Students are required to complete a departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific
C. Required Chapters – The following chapters are required for GOVT 2306:
1. Chapter 1 – Texas Culture and Diversity
2. Chapter 2 – Texas in the Federal System
3. Chapter 3 – The Texas Constitution in Perspective
4. Chapter 4 – Voting and Elections
5. Chapter 5 – Political Parties
6. Chapter 6 – Interest Groups
7. Chapter 7 – Legislature: Organization and Structure
8. Chapter 8 – The Legislative Process
9. Chapter 9 – The Governor
10. Chapter 10 – The Bureaucracy (pp. 245-251 only)
11. Chapter 11 – Texas Judiciary
12. Chapter 12 – Law and Due Process
13. Chapter 13 – Public Policy in Texas
14. Chapter 14 – Local Government

4) Student Learning Outcomes:

1. Explain the origin and development of the Texas constitution.
2. Describe state and local political systems and their relationship with the federal government.
3. Describe separation of powers and checks and balances in both theory and practice in Texas.
4. Demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.
5. Evaluate the role of public opinion, interest groups, and political parties in Texas.
6. Analyze the state and local election process.
7. Identify the rights and responsibilities of citizens.
8. Analyze issues, policies and political culture of Texas.

Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
5) **Method of Instruction:** The method of instruction for this course will consist of (instructors should insert here what method of instruction will be used – lecture, films, online components, class discussion, etc.).

6) **Method of Evaluation:** Grades in this course will be based on the following evaluative criteria: Instructors should specify how students will be evaluated based on exams, quizzes, etc., keeping in mind that exams must count 75% toward the final grade in the course and quizzes/presentations/activities, etc. must only count 25% toward the final grade in the course.

7) **Grading Criteria:** Instructors may use their own grading criteria (total points, etc.) as long as the grade evaluation conforms to College policy.

Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

8) **Attendance:** Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to be present and on time for all class meetings and will be held accountable for all material presented in class. If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.

Other specific attendance requirements such as excused absences (if the instructor recognizes such), notice of absences, tardies, etc. should be included here.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) **Classroom Policies**
- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or
interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Administrative Assistant. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate, and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively
Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate, and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion, or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty**: Navarro College expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials may begin such action if a student is accused of cheating on academic work. Cheating includes, but is not limited to:
  
  A. Copying from another person's test paper or other academic work.
  B. Using, during a test, materials not authorized by the person giving the test.
  C. Collaborating, without authority, with another person during an examination or in preparing academic work.
  D. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test prior to its being administered.
  E. Substituting for another student, or permitting another person to substitute for you, to take a test or prepare other academic work.
  F. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).
  G. Taking from the classroom any testing materials without the permission of the instructor.

Most of the above-stated policy may be found in the current Navarro College Catalog.

Violations of these procedures will result in a student being dropped from the course or failing the course if the final drop date has passed. Also, if the violation is considered to be serious enough, a recommendation will be made to the appropriate administrative personnel for further action.

**Instructors may add other policies specific to their classroom as they see fit.**

10) **Additional Course Requirements:**
Instructors may list any additional course requirements here.
11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

12) **Services for Students:**
- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details. *(Instructors on the other campuses should add their campus’ contact information here.)*
- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change:** The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor.

14) **Course Outline.** In addition to the policies contained in the syllabus above, your instructor has the following classroom policies:

Instructors may add their own classroom policies, as well as their course outline, course calendar, faculty schedule, final exam schedule, etc. here.
History 1301-United States History I
Department of Social Science

Instructor Name
Office Location/Phone Number
Office Hours
E-Mail Address
Semester Designation

Catalog Description of the Course:
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period.

Introduction and Rationale for the Course:
History 1301-United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. The course meets three hours of the state requirement for United States History I, as well as degree requirements for Navarro College, and other colleges and universities to which students may transfer.

Instructional Materials

Consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

Student Learning Outcomes:

1. Identify the characteristics of pre-Columbian America.
2. Identify and assess the major contributions of the diverse cultures that settled America.
3. Evaluate the political and economic events which led to the American Revolution
4. Define the contributing factors that shaped the American political system.
5. Identify and evaluate the causes and effects of slavery and sectionalism.
6. Assess the social, economic and political events of the Civil War and Reconstruction eras
7. Create an argument through the use of historical evidence.
8. Analyze and interpret primary and secondary sources.
9. Analyze the effects of historical, social, political, economic, cultural, and global forces on the period of United States history from the pre-Columbian era to Civil War/Reconstruction.

Core Objectives

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
• **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Method of Instruction:**
Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.)

**Method of Evaluation:**
1. **EXAMS**: Specify the number and type of exams. The exam portion should constitute no less than 55%, (but may be more) of the student’s final grade.

2. **CLASS ACTIVITIES/ASSIGMENTS**: Students will be expected to participate in class activities and assignments that will comprise the remaining percentage of the grade. There should be a minimum of 8 activities but no more than 12. The class activities may consist of map exercises, essays, research projects, multiple choice quizzes, library readings, department assessments or other such exercises.

3. **STUDENT LEARNING OUTCOMES and CORE OBJECTIVE assessments**: Students are required to complete departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

**Grading Criteria:**
Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

**Attendance:**
Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to demonstrate personal responsibility by being present and on time for all class meetings. Students will be held accountable for all material presented in class.
If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.
If at any time the student decides not to complete the course, the student should confer with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the
conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester.

**Include instructor specific attendance policy.**

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

**Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.
  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.
  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.
  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any...
edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view. Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distresses or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty:** Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

  Additional specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course.

- **Late work/makeup exams:** Specific policy to be written by each instructor.

Additional Course Requirements:
Include any individual instructor requirements as needed.

**EEOC Statement:**
Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**Services for Students:**
• Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change:
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline:
(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course. Required content for this course include the following textbook chapters:
Prologue: Beginnings
Chapter 1 — Alien Encounters
Chapter 2 --- American Society in the Making
Chapter 3 --- America in the British Empire
Chapter 4 --- The American Revolution
Chapter 5 — The Federalist Era
Chapter 6 --- Jeffersonian Democracy
Chapter 7 --- National Growing Pains
Chapter 8 --- Towards a National Economy
Chapter 9 --- Jacksonian Democracy
Chapter 11 — Westward Expansion
Chapter 12—The Sections Go Their Own Ways
Chapter 13—The Coming of the Civil War
Chapter 14—The War to Save the Union
Chapter 15—Reconstruction and the South

The above chapters reflect the minimum requirement only. Instructors are encouraged at their discretion to include any and/or all textbook content from pre-Columbian era to the Civil War/Reconstruction period.
Catalog Description of the Course:
Continuation of History 1301-United States History I. A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present.

Introduction and Rationale for the Course:
History 1302-United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in History 1302 include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. The course meets three hours of the state requirement for United States History II, as well as degree requirements for Navarro College, and other colleges and universities to which students may transfer.

Instructional Materials

Consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.

Student Learning Outcomes:
1. Identify the impact of the Industrial Revolution on the development of the United States.
2. Define the basic immigration and migration patterns of the late 19th and early 20th century.
3. Identify the causes and results of the Great Depression.
4. Analyze the economic and political issues involving the United States in both World Wars.
5. Assess the origins of the cold war and its impact on society.
6. Identify emerging trends in American society during the post-Cold War period.
7. Create an argument through the use of historical evidence.
8. Analyze and interpret primary and secondary sources.
9. Analyze the effects of historical, social, political, economic, cultural, and global forces on the period of United States history from the Civil War/Reconstruction era to the present.

Core Objectives
- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
• **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Method of Instruction:**
Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.)

**Method of Evaluation:**

1. **EXAMS**: Specify the number and type of exams. The exam portion should constitute no less than 55%, (but may be more) of the student’s final grade.

2. **CLASS ACTIVITIES/ASSIGNMENTS**: Students will be expected to participate in class activities and assignments that will comprise the remaining percentage of the grade. There should be a minimum of 8 activities but no more than 12. The class activities may consist of map exercises, essays, research projects, multiple choice quizzes, library readings, department assessments or other such exercises.

3. **STUDENT LEARNING OUTCOMES and CORE OBJECTIVE assessments**: Students are required to complete departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

**Grading Criteria:**
Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

**Attendance:**
Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to demonstrate personal responsibility by being present and on time for all class meetings. Students will be held accountable for all material presented in class.
If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.
If at any time the student decides not to complete the course, the student should confer with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester.

Include instructor specific attendance policy.
Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Classroom Policies

- Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- Food and Beverages in Classrooms: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive
equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

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• **Academic dishonesty:** Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

  Additional specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course.

• **Late work/makeup exams:** Specific policy to be written by each instructor.

Additional Course Requirements:
Include any individual instructor requirements as needed.

**EEOC Statement:**
Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**Services for Students:**

• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the
application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

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• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change:
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline:
(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course. Required content for this course include the following textbook chapters:

Chapter 17—An Industrial Giant Emerges
Chapter 18 — American Society in the Industrial Age
Chapter 19 — Intellectual and Cultural Trends in the Late Nineteenth Century
Chapter 20—From Smoke-Filled Rooms to Prairie Wildfire
Chapter 21—The Age of Reform
Chapter 22—From Isolation to Empire
Chapter 23—Woodrow Wilson and the Great War
Chapter 24—Postwar Society and Culture
Chapter 25—From “Normalcy” to Economic Collapse
Chapter 26—The New Deal
Chapter 27—War and Peace
Chapter 28—Collision Courses, Abroad and at Home
Chapter 29—From Camelot to Watergate

The above chapters reflect the minimum requirement only. Instructors are encouraged at their discretion to include any and/or all textbook content from the Civil War/Reconstruction era to
Catalog Description of the Course:
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present.

Introduction and Rationale for the Course:
History 2301-Texas History Themes examines the history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. The course meets three hours of the state requirement for United States History II, as well as degree requirements for Navarro College, and other colleges and universities to which students may transfer.

Instructional Materials
Consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.

Student Learning Outcomes:
1. Identify the various geographic regions of Texas and the early ingenious inhabitants.
2. Analyze the effects of Spanish colonization and influence on the history of Texas.
3. Identify and assess the key events of the Mexican Texas era.
4. Identify the origins of the Republic of Texas.
5. Identify the social, economic and political events of Texas from statehood through Civil War and Reconstruction.
7. Create an argument through the use of historical evidence.
8. Analyze and interpret primary and secondary sources.
9. Analyze the effects of historical, social, political, economic, cultural, and global forces on Texas history.

Core Objectives
- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

• **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Method of Instruction:
Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.)

Method of Evaluation:

1. **EXAMS**: Specify the number and type of exams. The exam portion should constitute no less than 40%, (but may be more) of the student’s final grade.

2. **CLASS ACTIVITIES/ASSIGNMENTS**: Students will be expected to participate in class activities and assignments that will comprise the remaining percentage of the grade. There should be a minimum of 8 activities but no more than 12. The class activities may consist of map exercises, essays, research projects, multiple choice quizzes, library readings, department assessments or other such exercises.

3. **STUDENT LEARNING OUTCOMES and CORE OBJECTIVE assessments**: Students are required to complete departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

Grading Criteria:

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Attendance:
Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to demonstrate personal responsibility by being present and on time for all class meetings. Students will be held accountable for all material presented in class.

If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.

If at any time the student decides not to complete the course, the student should confer with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester.

Include instructor specific attendance policy.
Special Notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

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Additional specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course.

• Late work/makeup exams: Specific policy to be written by each instructor.

Additional Course Requirements:
Include any individual instructor requirements as needed.

EEOC Statement:
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Services for Students:

• Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the
application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change:
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline:
(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course. Required content for this course include the following textbook chapters:

Chapter 1-- Contact of Civilizations
Chapter 2-- Spaniards in a Far Northern Frontera
Chapter 3 --Mexican Texas, 1821-1836
Chapter 4 --Launching a Nation, 1836-1848
Chapter 5 --Statehood, Secession, and Civil War
Chapter 6--Reconstruction, Republicanism, and "Redemption"
Chapter 7 --A Frontier Society in Transition
Chapter 8 --Texas in the Age of Agrarian Dissent
Chapter 9 --Early Twentieth Century Texas
Chapter 10--Progressivism in Texas
Chapter 11--Texas and the Great Depression
Chapter 12--From Pearl Harbor through the 1960's: Texas at Midcentury
Chapter 13--The Emergence of Modern Texas Politics
Chapter 14--Texas in Transition
Catalog Description of the Course:
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century.

Introduction and Rationale for the Course:
History 2311-Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. The course meets three hours of the state requirement for Western Civilization I, as well as degree requirements for Navarro College, and other colleges and universities to which students may transfer.

Instructional Materials

Consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.

Student Learning Outcomes:

1. Identify and critically assess the cultural institutions and processes of Mesopotamian, Egyptian, Hebrew, Greek, Roman, Byzantine, Islamic and European civilizations from human origins to the 17th century.
2. Identify and evaluate the major events of the Renaissance era.
3. Define the social, political, economic and intellectual events which led to the Reformation.
4. Identify the development of political freedom, constitutional government and concern for the role of law and individual rights from human origins to the 17th century.
5. Examine and analyze the major religions and intellectual currents that have shaped western culture.
6. Identify the development of science and technology and the resulting impact on western civilization.
7. Create an argument through the use of historical evidence.
8. Analyze and interpret primary and secondary sources.
9. Analyze the effects of historical, social, political, economic, cultural, and global forces on the period of western history from human origins to the 17th century.
Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Method of Instruction:

Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.)

Method of Evaluation:

1. **EXAMS**: Specify the number and type of exams. The exam portion should constitute no less than 55%, (but may be more) of the student’s final grade.

2. **CLASS ACTIVITIES/ASSIGNMENTS**: Students will be expected to participate in class activities and assignments that will comprise the remaining percentage of the grade. There should be a minimum of 8 activities but no more than 12. The class activities may consist of map exercises, essays, research projects, multiple choice quizzes, library readings, department assessments or other such exercises.

3. **STUDENT LEARNING OUTCOMES and CORE OBJECTIVE assessments**: Students are required to complete departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

Grading Criteria:

Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

Attendance:

Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to demonstrate personal responsibility by being present and on time for all class meetings. Students will be held accountable for all material presented in class.

If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.

If at any time the student decides not to complete the course, the student should confer with the
instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester.

Include instructor specific attendance policy.

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Classroom Policies

• Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

• Food and Beverages in Classrooms: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any
edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view. Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty:** Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Additional specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course.

- **Late work/makeup exams:** Specific policy to be written by each instructor.

Additional Course Requirements:
Include any individual instructor requirements as needed.

EEOC Statement:
Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

Services for Students:
• Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change:  
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline:  
(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course. Required content for this course include the following textbook chapters:

Chapter 1: THE BIRTH OF CIVILIZATION
Chapter 2: THE RISE OF GREEK CIVILIZATION
Chapter 3: CLASSICAL AND HELLENISTIC GREECE
Chapter 4: ROME: FROM REPUBLIC TO EMPIRE
Chapter 5: THE ROMAN EMPIRE
Chapter 6: LATE ANTIQUITY AND THE EARLY MIDDLE AGES
Chapter 7: THE HIGH MIDDLE AGES
Chapter 8: MEDIEVAL SOCIETY
Chapter 9: THE LATE MIDDLE AGES
Chapter 10: RENAISSANCE AND DISCOVERY
Chapter 11: THE AGE OF REFORMATION
Chapter 12: THE AGE OF RELIGIOUS WARS
Chapter 13: EUROPEAN STATE CONSOLIDATION IN THE SEVENTEENTH AND EIGHTEENTH CENTURIES

Chapter 14: NEW DIRECTIONS IN THOUGHT AND CULTURE IN THE SIXTEENTH AND SEVENTEENTH CENTURIES

B. Required Activities

1. Exams: Major exams will be given at the completion of each unit. Instructors may also choose to administer a cumulative final exam. The exams will constitute no less than 75% of the student’s final grade.

2. Quizzes/Activities/Assignments: The final 25% of the course grade will be comprised of a combination of chapter quizzes, critical thinking assignments, in-class group activities, and/or Internet assignments, or a semester project. The instructor will use no fewer than eight and no more than 12 assignments during the course of the semester to comprise this portion of the grade.

3. Student Learning Outcomes and Core Objective Assessments: Students are required to complete a departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.
History 2312- Western Civilization II
Department of Social Science
Instructor Name
Office Location/Phone Number
Office Hours
E-Mail Address
Semester Designation

Catalog Description of the Course:
A survey of history continued from 1660 of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era.

Introduction and Rationale for the Course:
Western Civilization II should address the following themes absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. This course is recommended as a basic history course for all liberal arts majors.

Instructional Materials

Consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.

Student Learning Outcomes:

1. Identify the development of absolutism, constitutionalism and nation states.
2. Identify and evaluate the major events of the Enlightenment era.
3. Define the social, political, economic and intellectual events which led to revolutions and industrialization.
4. Analyze the development of 19th century modern imperialism.
5. Identify the origins of the Cold War, and examine the social, political, economic and intellectual outcomes of the Cold War on the world.
6. Identify the development of globalism and the resulting impact on modern western civilization.
7. Create an argument through the use of historical evidence.
8. Analyze and interpret primary and secondary sources.
9. Analyze the effects of historical, social, political, economic, cultural, and global forces on the period of western history from the 17th century to the modern era.

Core Objectives

• **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

• **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

• **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Method of Instruction:
Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.)

Method of Evaluation:

1. **EXAMS**: Specify the number and type of exams. The exam portion should constitute no less than 55%, (but may be more) of the student’s final grade.

2. **CLASS ACTIVITIES/ASSIGNMENTS**: Students will be expected to participate in class activities and assignments that will comprise the remaining percentage of the grade. There should be a minimum of 8 activities but no more than 12. The class activities may consist of map exercises, essays, research projects, multiple choice quizzes, library readings, department assessments or other such exercises.

3. **STUDENT LEARNING OUTCOMES and CORE OBJECTIVE assessments**: Students are required to complete departmental assessments composed of multiple choice questions and core objective assignments. The assessments will be made available to instructors through the college blackboard system. Instructors are required to implement the assessments within each section of the courses instructed and the assessments scores must be included in the grading scale for the course. Assessments will be drawn from the required content for the course (see course outline below for specific chapters). Instructions and materials regarding departmental assessment are available on the Social Science organization in Blackboard.

Grading Criteria:

Grade evaluation will conform to the established policy of Navarro College as stated in the College catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below.

Attendance:
Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to demonstrate personal responsibility by being present and on time for all class meetings. Students will be held accountable for all material presented in class.
If a student is absent from class the equivalent of two weeks (four class periods for MW and TTH students, six class periods for MWF students), the student may be dropped from the course by the instructor or may receive an F in the course.
If at any time the student decides not to complete the course, the student should confer with the instructor prior to the last official day to withdraw from college to determine his/her status and possible alternatives. If the student still does not wish to complete the course after the conference, he/she should officially drop. Otherwise, the student may receive an F in the course at the end of the semester.
Include instructor specific attendance policy.

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Classroom Policies

• Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.
The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.
The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.
A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

• Food and Beverages in Classrooms: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.
Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery,
museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate, and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty**: Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

  Additional specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course.

- **Late work/makeup exams**: Specific policy to be written by each instructor.

**Additional Course Requirements:**
Include any individual instructor requirements as needed.

**EEOC Statement:**
Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

**Services for Students:**

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the
application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

Subject to Change:
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.

Course Outline:
(a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course. Required content for this course include the following textbook chapters:

Chapter 15: Society and Economy Under the Old Regime in the Eighteenth Centuries
Chapter 16: The Transatlantic Economy, Trade Wars, and the Colonial Rebellion
Chapter 17: The Age of Enlightenment: Eighteenth Century Thought
Chapter 18: The French Revolution
Chapter 19: The Age of Napoleon and the Triumph of Romanticism
Chapter 20: The Conservative Order and the Challenges of Reform (1815-1832)
Chapter 21: Economic Advance and Social Unrest (1830-1850)
Chapter 22: The Age of Nation-States
Chapter 23: The Building of European Supremacy: Society and Politics to World War I
Chapter 24: The Birth of Modern European Thought
Chapter 25: The Age of Western Imperialism
Chapter 26: Alliances, War, and a Troubled Peace
Chapter 27: The Interwar Years: The Challenge of Dictators and Depression
Chapter 28: World War II
Chapter 29: The Cold War Era, Decolonization, and the Emergence of a New Europe
Chapter 30: Social, Culture, and Economic Challenges in the West Through the Present
Math 1314. College Algebra
Mathematics Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. A student will earn three credit hours upon successful completion of this course. Prerequisites: Mth 1312, or meeting college algebra standard on THEA or the basic skills assessment test.

This course is intended to satisfy most non-STEM degree requirements.

1. Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


   All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

   Calculators: Instructor discretion

2. Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)

   Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

3. Core Objectives:
   - Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   - Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
   - Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5. Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.

6. Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7. Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

Special notes:
   - If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
   - How to drop a course: According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw
from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. It is the student’s responsibility to drop a course. You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8. Classroom Policies

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined
as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic honesty:** *specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

- **Late work/makeup exams:** *specifically written by each instructor.*

9. Additional Course Requirements

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

**EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where
applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

10. Services for Students:

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

11. **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

12. **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) **Must include all Student Learning Outcomes listed above.**
Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Math 1316. Plane Trigonometry
Mathematics Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion of the instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: Topics include an in-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. A student will earn three credit hours upon successful completion of this course.
Prerequisite: MATH 1314 or a satisfactory score on THEA or the basic skills assessment test.

1) Instructional Materials
   • Available Materials: Video tapes, tutorial software, tutorial service, solutions manual (all from publisher of text)
   • Calculators: You will need a calculator that has degree and radian mode.

All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

2) Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)
   1. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
   2. Graph trigonometric functions and their transformations.
   3. Prove trigonometric identities.
   4. Solve trigonometric equations.
5. Solve right and oblique triangles.
6. Use the concepts of trigonometry to solve applications.

3) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) Method of Instruction:

*Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.*

5) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)*) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. *Grades will be based on a minimum of two proctored tests, one being a final exam.*

6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) *Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.*

7) Attendance: *Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course.* (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.)

Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- **How to drop a course:** According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. *It is the student’s responsibility to drop a course.*
You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8) Classroom Policies

- **Electronic Devices in Classrooms:** *(required but the existing policy needs to be reviewed.* Committee will seek review of this policy before publishing this list of syllabi requirements.)* *(This policy is required verbatim in all lecture courses but should not be included in online courses.)* Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** *(This policy is required verbatim in all lecture courses but should not be included in online courses.)* Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.
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*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic honesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams:** specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job
opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

12) Services for Students:

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- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

12) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

13) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) **Must include all Student Learning Outcomes listed above.**
Math 1324. Math for Business & Social Sciences I
Mathematics Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses, in red, or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. A student will earn three credit hours upon successful completion of this course. (The content level of MATH 1324 is expected to be at or above the level of college algebra, MATH 1314) Prerequisites: MTH 1312, or a satisfactory score on THEA or the basic skills assessment test.

1) Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.) May move MathXL to Required Materials.

Required and/or Available Materials: TEXT: Introductory Mathematical Analysis, 13th ed., by Haeussler & Paul and an access code to My Math Lab,

All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

Calculators: Instructor discretion
2) **Student Learning Outcomes:** (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to solving real-world problems.
2. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
3. Apply basic matrix operations, including linear programming methods, to solve application problems.
4. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
5. Demonstrate the ability to combine matrix and probability concepts to model practical applications.

3) **Core Objectives:**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.

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Special notes:

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The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period
will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures,*
sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

10) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as
the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) *Must include all Student Learning Outcomes listed above and should include topics listed below.*

We will cover the following topics:

- Functions
- Graphs of Functions
- Linear Functions
- Applications of Linear Functions
- Quadratic Functions
- Polynomial Functions
- Rational Functions
- Exponential Functions
- Applications of Exponential Functions
- Logarithmic Functions
- Applications of Logarithmic Functions
- Simple Interest
- Compound Interest
- Annuities
- Systems of Linear Equations
- Solution of Linear Systems by the Gauss-Jordan Method
- Basic matrix Operations
- Matrix inverses
- Applications of Matrices
- Graphing Linear Inequalities in Two Variables
- Solving Linear Programming Problems Graphically
- The Simplex Method
- Sets
- Probability
- Permutations and Combinations
- Applications of Counting
- Binomial Trials
Appendix A

*Example of Online Attendance Policy:*

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. *Absence is defined as not completing an assigned activity within the time allotted.* If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - *Example #1:* miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - *Example #2:* Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor *MAY withdraw* you from the class for excessive absences (insufficient participation), the **RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. A student will earn three credit hours upon successful completion of this course. Prerequisite: MTH 1074 or a satisfactory score on THEA or a basic skills assessment test. Students who plan on transferring to a senior institution should check the transferability of this course.

1) Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scan-able test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

Required and/or Available Materials:

TEXT: A Survey of Mathematics with Applications 9th ed., Angel/Abbott/Runde, Addison Wesley and a My Math Lab access code

All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

Calculators: Instructor discretion

2) Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)
• Use logic to solve problems.
• Understand sets and set notation.
• Demonstrate knowledge of the base 10 numeration system.
• Explore and understand various numeration systems.
• Identify properties of real numbers.
• Demonstrate a mastery of real number operations.
• Demonstrate a mastery of metric system.

3) **Core Objectives:**

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) **Method of Instruction:** *Specify specific method of instruction to be used in this section of the course.* (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) *This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.*

6) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) *Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.*

7) **Attendance:** *Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course.* (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. *Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.*

• **How to drop a course:** According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be
dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. It is the student’s responsibility to drop a course. You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8) Classroom Policies

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

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in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*
10) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

12) **Services for Students:**

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- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) **Must include all Student Learning Outcomes listed above.**
Appendix A

*Example of Online Attendance Policy:*

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and **may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in the your name remaining on the class roll and you will receive an 'F' at the end of the semester.
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• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
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Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

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Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
MATH 1342. Elementary Statistical Methods
Mathematics Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. A student will earn three credit hours upon successful completion of this course.

1) Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scan-able test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval


   All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

   Calculators: Instructor discretion

2) Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)

   1. Explain the use of data collection and statistics as tools to reach reasonable conclusions.
   2. Recognize, examine and interpret the basic principles of describing and presenting data.
3. Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
4. Explain the role of probability in statistics.
5. Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.
6. Describe and compute confidence intervals.
7. Solve linear regression and correlation problems.
8. Perform hypothesis testing using statistical methods.

3) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructions and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.

6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- How to drop a course: According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be
dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. It is the student’s responsibility to drop a course. You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8) Classroom Policies

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed.
in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic honesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*
11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) **Must include all Student Learning Outcomes listed above.**
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) Topics include an in-depth combined study of algebra, trigonometry, and other topics for calculus readiness. A student will earn four credit hours upon successful completion of this course. Prerequisite: satisfactory score on THEA or the basic skills assessment test and a strong background in high school mathematics.

1) Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scanable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

Required and/or Available Materials: TEXT: Precalculus, 8th ed. By Demana, Waits, Foley, and Kennedy and an access code to My Math Lab. A graphing calculator will also be needed.

Available Materials: student solutions manual

All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

2) Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)

1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

3) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

This is a lecture / computer course with homework submitted online.

5) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.

6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for
the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- **How to drop a course:** According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. **It is the student’s responsibility to drop a course.** You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8) **Classroom Policies**

- **Electronic Devices in Classrooms:** *(required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.)* *(This policy is required verbatim in all lecture courses but should not be included in online courses.)* Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.
A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

  *Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*
• **Academic honesty**: *specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

Academic dishonesty in any form will not be tolerated. Any form of academic dishonesty will result in immediate removal from this course with an F.

• **Late work/makeup exams**: *specifically written by each instructor.*

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

10) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

• **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. *(Discretionary content may be changed by*
individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline**: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) *Must include all Student Learning Outcomes listed above.*

This course will cover graphing, polynomials, exponents, logarithms, trigonometry, and some basic calculus if time permits.
Appendix A

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Math 2413. Calculus I
Mathematics Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Fall 2014

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

Catalog Description of the Course: (Include the description of the course verbatim from current catalog and specify prerequisites if applicable.) Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. A student will earn four credit hours upon successful completion of this course. Prerequisite: high school pre-calculus, or MATH 1316, or MATH 2412.

1) Instructional Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)


Available Materials: Student Solution manual and tutorial software

All materials can be purchased through the Navarro College Bookstore. Their phone number is 903-875-7386 or their web address is http://navarrocollege.edu/about(new).php?id=46

Calculators: Instructor discretion

2) Student Learning Outcomes: (Academic Departments have produced a list of student learning outcomes for each course and these must be included in all syllabi.)
Upon successful completion of this course, students will:

- Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
- Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
- Determine whether a function is continuous and/or differentiable at a point using limits.
- Use differentiation rules to differentiate algebraic and transcendental functions.
- Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
- Evaluate definite integrals using the Fundamental Theorem of Calculus.
- Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

3) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

5) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery. Grades will be based on a minimum of two proctored tests, one being a final exam.

6) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

7) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• **How to drop a course:** According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.  It is the student’s responsibility to drop a course. You must obtain a drop slip from the registrar’s office, have it signed by your instructor, and return it to the registrar’s office by the deadline published in the course schedule. If you are taking an online course, you must email your instructor from your Navarro College email account with a request to drop. Your email must include your student ID number, the course name, number, and section, and the reason for wanting to drop the course.

8) **Classroom Policies**

• **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not
receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

- **Academic honesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.
• Late work/makeup exams: specifically written by each instructor.

10) Additional Course Requirements

Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

10) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

12) Services for Students:

• Students with Disabilities: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

13) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

Course Outline: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.) Must include all Student Learning Outcomes listed above. The course should also include a majority of the following topics:
Upon successful completion of this course, students will:
1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.
7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or $\frac{1}{8}$th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing
an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
1) **Catalog Description of the Course**: Survey of art music (classical music) for the non-music major. Includes a review of the basic elements of music, and an overview of important art music and composers throughout history.

2) **Introduction and Rationale for the Course**: Art music is quality music, and is still being performed and enjoyed throughout the world. In addition, the music of today is completely influenced and shaped by ideas from the world of art music. By studying art music, the student can better understand the music of today, and at the same time, gain a life-long appreciation for various musical styles.

3) **Instructional Materials**
   **Required Materials**: Prescribed textbook is “Music: The Art Of Listening” 9th edition, by Jean Ferris. (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes**
   1) Be able to identify fundamental musical components: melody, rhythm, harmony, texture, meter, and timbre.
   2) Discuss and recognize the major art forms/genres common during each musical style period.
   3) Be able to distinguish the major style periods of art music as well as the style period in which a composition was written, based on an aural analysis of that composition’s musical characteristics.
   4) Examine the impact of European political, social, and economic conditions on art music.
   5) Investigate the representative composers from each musical style period, as well explain their major contributions to the world of art music.

5) **Core Objectives**:
a. Critical Thinking Skills – Students will independently and collaboratively be able to classify major art music forms by genre, style, historical period, or culture based on representative aural and/or visual examples of the music.
b. Communication Skills – Students will practice clear, correct, and coherent communication in an effective and organized manner by reading, writing, and discussing music through written and/or oral techniques.
c. Teamwork – Students will demonstrate the ability to work successfully with other students in support of a common objective.
d. Social Responsibility – Students will explore the impact of political, social, and economic conditions upon the life and musical output of art music composers across the range of musical style periods.

6) **Method of Instruction**: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation**: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria**: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

9) **Attendance**: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.
10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
• **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

• **Academic dishonesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

• **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

11) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.
12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (HB 2504 requires that each course syllabus include several items, some of which are covered in other areas of this template. Two items that must be included in the course outline, if they are not already addressed, are each major assignment and examination for the course. These items are normally incorporated in a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), the **RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the
course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- **Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**
- **Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.**
- **If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.**
- **All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.**
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor [MAY withdraw](#) you from the class for excessive absences, the **RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.
Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
MUSI-1310 American Music
Fine Arts Department

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

1) Catalog Description of the Course: A survey of American popular music styles, designed for non-music majors. Traces the development of Native American, English, African, and Hispanic music into their current forms: blues, jazz, gospel, Cajun, country, folk, rock ‘n’ roll, soul, salsa, tejano, asian, and hip hop.

2) Introduction and Rationale for the Course: Students in this course will gain an understanding of the popular music in our country, and develop an appreciation for the variety of styles found in our culture.

3) Instructional Materials:
   (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Student Learning Outcomes:
   a. Be able to recognize and discuss the various American music styles presented in the course, based on aural analysis.
   b. Know the historical timeline of American popular music styles, with an understanding of how the earlier styles influenced later styles.
   c. Examine the influence of social and economic conditions on American music.
   d. Investigate the major performers from each musical styles, and explain their impact on American music.
5) Core Objectives:
   a. Critical Thinking Skills – Students will independently and collaboratively be able to classify American music styles based on representative aural and/or visual examples of the music.
   b. Communication Skills – Students will practice clear, correct, and coherent communication in an effective and organized manner by reading, writing, and discussing music through written and/or oral techniques.
   c. Teamwork – Students will demonstrate the ability to work successfully with other students in support of a common objective.
   d. Social Responsibility – Students will explore the impact of political, social, and economic conditions upon the life and musical output of American popular music composers across the range of musical styles.

6) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?)) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

9) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:
   • If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
   • According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course,
make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies:

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
• **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College. **Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course.** Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. **Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.**

• **Academic dishonesty**: specific policy to be written by each instructor. **Specify the results of academic dishonesty in your classroom.** For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

• **Late work/makeup exams**: specifically written by each instructor.

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**

• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said
accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
- Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government. *Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.*

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (HB 2504 requires that each course syllabus include several items, some of which are covered in other areas of this template. Two items that must be included in the course outline, if they are not already addressed, are each major assignment and examination for the course. These items are normally incorporated in a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)

**Appendix A**

*Example of Online Attendance Policy:*

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

*Special notes:*
• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

• Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.
Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) **Catalog Description of the Course:**
   
   PHIL 1301 INTRODUCTION TO PHILOSOPHY
   3 lec (3 Cr.)

2) **Introduction and Rationale for the Course**
   A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. It is a three-credit (3) transferable course that meets the requirements for the Navarro College Humanities Core Requirements. Those requirements include critical thinking, communication, social responsibility, and personal responsibility.

3) **Instructional Materials:**


   Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scan-able test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes:**
   
   1. Read, analyze, and critique philosophical texts.
   2. Demonstrate knowledge of key concepts, major arguments, problems, and terminology in philosophy.
3. Present logically persuasive arguments both orally and in writing.
4. Demonstrate critical thinking skills in evaluation and application of philosophical concepts to various aspects of life.
5. Evaluate the personal and social responsibilities of living in a diverse world.

5) Core Objectives:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Please incorporate the following into your teaching method: discussion, debates, power point presentations, DVD’s, and limited lecture.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) Method of Evaluation: At the beginning of each semester, the instructor will give a pretest (the final to be given at the end of the semester) and then give that same test (pretest) as the final at the end of the semester. This will help assess the development of the student in his/her understanding of philosophy at the end of the semester. (Specify the number and type of assignments, etc. Specify how grades will be determined. [e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?]) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery; HOWEVER, the pretest at the beginning of the semester is not optional.

8) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

**SEMESTER GRADE COMPUTATION**

(This is at the discretion of the instructor upon the approval of the Dept. Chair)

A. Daily Grades.................................................................15%

B. Class Discussion Assignment ................................. 10%

C. Two Exams................................................................. 40%

D. Reflection Notebook................................................. 15%

F. Final Examination.......................................................20%

G. Total................................................................. 100%
0) **Attendance:** *Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course.* (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.)

Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from
class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect to not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

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*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to,*
prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic dishonesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

11) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) **Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

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- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**
14) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

15) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

*Example of Online Attendance Policy:*

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PHIL 1304 WORLD RELIGIONS
Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements **required** in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) **Catalog Description of the Course:**
   PHIL 1304 WORLD RELIGIONS
   3 lec (3 CrR.)

2) **Introduction and Rationale for the Course:** (Use the departmental model in this section.)

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. It is a three-credit (3) transferable course that meets the requirements for the Navarro College Humanities Core Requirements. Those requirements include critical thinking, communication, social responsibility, and personal responsibility.

3) **Instructional Materials:**

   *World Religions* by Warren Matthews, 7th ed.

   - **Required Materials** (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scan-able test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes:**

   1. Read, analyze, and critique religious texts.
   2. Demonstrate knowledge of beliefs, practices, values, and terminology of major world religions.
   3. Trace the historical developments and cultural expressions of world religions.
4. Articulate key conceptual distinctions in world religions.
5. Communicate understanding of world religions, orally or in writing.
6. Communicate ways of living responsibly in a world where people have diverse religious beliefs.

5) **Core Objectives (as appropriate):**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Please incorporate the following into your teaching method: discussion, debates, power point presentations, DVD’s, and limited lecture.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** At the beginning of each semester, the instructor will give a pretest (the final to be given at the end of the semester) and then give that same test (pretest) as the final at the end of the semester. This will help assess the development of the student in his/her understanding of philosophy at the end of the semester. (Specify the number and type of assignments, etc. Specify how grades will be determined. [e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?] This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery; **HOWEVER, the pretest at the beginning of the semester is not optional.**

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

   *(This is at the discretion of the instructor upon the approval of the Dept. Chair)*

   **A. Daily Grades** ................................................................. 15%
   **B. Class Discussion Assignment** ........................................ 10%
   **C. Two Exams** ................................................................. 40%
   **D. Reflection Notebook** ................................................... 15%
   **F. Final Examination** ...................................................... 20%
   **G. Total** ........................................................................ 100%

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental
attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.)

Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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• **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

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10) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

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13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

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discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
**Appendix A**

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

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**Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

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Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
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- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:  
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

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Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PHILOSOPHY 1316 HISTORY OF RELIGION I

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   PHIL 1316 HISTORY OF RELIGION I
   3 lec (3 Cr.)

2) Introduction and Rationale for the Course:
   A comparative study of world religions, including but not limited to Hinduism, Buddhism, Confucianism, and Daoism. It is a three-credit (3) transferable course that meets the requirements for the Navarro College Humanities Core Requirements. Those requirements include critical thinking, communication, social responsibility, and personal responsibility.

3) Instructional Materials


   • Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Student Learning Outcomes:

   1. Read, analyze, and critique religious texts.
   2. Demonstrate knowledge of diverse beliefs, practices, and values of selected religious traditions.
3. Trace and present orally or in writing the origin and historical developments of selected religious traditions.
4. Communicate understanding of selected religious traditions, orally or in writing.
5. Discuss ways of living responsibly in a world where people have diverse religious beliefs.

5) Core Objectives (as appropriate):
   - Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   - Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
   - Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
   - Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Please incorporate the following into your teaching method: discussion, debates, power point presentations, DVD's, and limited lecture.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) Method of Evaluation: At the beginning of each semester, the instructor will give a pretest (the final to be given at the end of the semester) and then give that same test (pretest) as the final at the end of the semester. This will help assess the development of the student in his/her understanding of philosophy at the end of the semester. (Specify the number and type of assignments, etc. Specify how grades will be determined. [e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?] This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery; HOWEVER, the pretest at the beginning of the semester is not optional.

8) Grading Criteria: (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

   (This is at the discretion of the instructor upon the approval of the Dept. Chair)
   A. Daily Grades..............................................................................................15%
   B. Class Discussion Assignment .................................................. 10%
   C. Two Exams.................................................................................................. 40%
   D. Reflection Notebook.............................................................. 15%
   E. Final Examination......................................................................................20%
   F. Total........................................................................................................... 100%
9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.)

Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.)

Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work
missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are*
appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams:** specifically written by each instructor.

10) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by
individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline**: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and **may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
Example of Lecture Course Attendance Policy:

Attendance and Preparation: Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

Special notes:
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

Example of Academic Dishonesty:

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

Examples of Other Classroom Policies:

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PHIL 1317 HISTORY OF RELIGION II

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   PHIL 1317 HISTORY OF RELIGION II
   3 lec (3 Cr.)

2) Introduction and Rationale for the Course:
   A comparative study of world religions, including but not limited to Hinduism, Buddhism, Confucianism, and Daoism. It is a three-credit (3) transferable course that meets the requirements for the Navarro College Humanities Core Requirements. Those requirements include critical thinking, communication, social responsibility, and personal responsibility.

3) Instructional Materials

   - Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Student Learning Outcomes:
   1. Read, analyze, and critique religious texts.
   2. Demonstrate knowledge of diverse beliefs, practices, and values of selected religious traditions.
   3. Trace and present orally or in writing the origin and historical developments of selected religious traditions.
4. Communicate understanding of selected religious traditions, orally or in writing.
5. Discuss ways of living responsibly in a world where people have diverse religious beliefs.

5) **Core Objectives (as appropriate):**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Please incorporate the following into your teaching method: discussion, debates, power point presentations, DVD’s, and limited lecture.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** At the beginning of each semester, the instructor will give a pretest (the final to be given at the end of the semester) and then give that same test (pretest) as the final at the end of the semester. This will help assess the development of the student in his/her understanding of philosophy at the end of the semester. (Specify the number and type of assignments, etc. Specify how grades will be determined. [e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?]) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery; HOWEVER, the pretest at the beginning of the semester is not optional.

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

**COURSE REQUIREMENTS – GRADING**

(This is at the discretion of the instructor upon the approval of the Dept. Chair)

A. Daily Grades ................................................................................. 15%
B. Class Discussion Assignment .............................................. 10%
C. Two Exams ............................................................................. 40%
D. Reflection Notebook .............................................................. 15%
F. Final Examination ................................................................. 20%
G. Total ......................................................................................... 100%
9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

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• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

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discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

*Example of Online Attendance Policy:*

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- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

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• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PHIL 2306 INTRODUCTION TO ETHICS

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

Elements required in all Syllabi are specified below. Information included in parentheses designates required content that must be obtained from the sources specified. Suggestions/notes included in italics below are left to the discretion instructor. The text below, when not enclosed in parentheses or presented in italics must be included verbatim in all syllabi. Examples of some policies may be found in Appendix A. Individual Instructors may use these examples all or in part for writing their own policies as needed.

1) Catalog Description of the Course:
   PHIL 2306 INTRODUCTION TO ETHICS
   3 lec (3Cr.)

2) Introduction and Rationale for the Course:

   The course offers a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. It is a three-credit (3) transferable course that meets the requirements for the Navarro College Humanities Core Requirements. Those requirements include critical thinking, communication, social responsibility, and personal responsibility.

3) Instructional Materials


   - Required Materials (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) Student Learning Outcomes:
1. Read, analyze, and critique philosophical texts.
2. Define and appropriately use important terms such as relativism, virtue, duty, rights, utilitarianism, natural law, egoism, altruism, autonomy, and care ethics.
3. Demonstrate knowledge of major arguments and problems in ethics.
4. Present and discuss well-reasoned ethical positions in writing.
5. Apply ethical concepts and principles to address moral concerns.
6. Apply course material to various aspects of life.
7. Discuss ways of living responsibly in a world where people have diverse ethical beliefs.

5) **Core Objectives (as appropriate):**

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Please incorporate the following into your teaching method: discussion, debates, power point presentations, DVD’s, and limited lecture.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** At the beginning of each semester, the instructor will give a pretest (the final to be given at the end of the semester) and then give that same test (pretest) as the final at the end of the semester. This will help assess the development of the student in his/her understanding of philosophy at the end of the semester. (Specify the number and type of assignments, etc. Specify how grades will be determined. [e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?]) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery; **HOWEVER, the pretest at the beginning of the semester is not optional.**

8) **Grading Criteria:** (Each academic department decides the level of flexibility in this section of the syllabus.) Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

**SEMESTER GRADE COMPUTATION**

*(this is at the discretion of the instructor upon the approval of the Dept. Chair)*

A. Daily Grades.................................................................15%
B. Class Discussion Assignment ........................................ 10%

C. Two Exams .................................................................................. 40%

D. Reflection Notebook ............................................................... 15%

E. Final Examination ........................................................................ 20%

F. Total .............................................................................................. 100%

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Include a reference to any additional departmental attendance policies for the course being taught. (e.g. developmental course attendance policy, etc.) Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** (required but the existing policy needs to be reviewed. Committee will seek review of this policy before publishing this list of syllabi requirements.) (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be
contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an
instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic dishonesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

- **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services**: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students**: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins
Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that academic departments have both required and discretionary content in each course. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.)
Appendix A

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!
• Failure to withdraw may result in your name remaining on the class roll and you will receive an 'F' at the end of the semester.
• Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
• If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.
**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PHYS 1403 - Stars and Galaxies
Science Department

Name
Office Location/Phone Number:
Office Hours:
E-Mail Address:
Semester Year

1) Catalog Description of the Course:
   This course, designed for non-science majors, will explore our Milky Way galaxy, stars and stellar systems, galaxies, cosmology, and the tools used to study astronomy.

2) Introduction and Rationale for the Course:
   This class is a 4 semester hour science laboratory class that provides an overview of astronomy. There is no pre-requisite for this class.

3) Instructional Materials
   - Scientific Calculator, Pencils, Paper, and Clip Board

4) Student Learning Outcomes:
   - Students will learn basic techniques and terminology associated with observational astronomy.
   - Students will demonstrate competency with astronomical concepts such as the properties of light and measuring interstellar and intergalactic distances.
   - Students will investigate the properties of stars, nebulae, galaxies, and other celestial objects.

Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Upon completion of the course, the student should be able to:

- Demonstrate comprehension of observational astronomy techniques and terminology.
• Demonstrate comprehension of light properties, optics, spectra, and distance measurement techniques.
• Demonstrate knowledge of types of stars and stellar evolution.
• Demonstrate knowledge of composition and structure of the universe and cosmological theories.
• Demonstrate the collection, analysis, and reporting of data using the scientific method.

5) **Method of Instruction:**

• **Reading Assignments**
  i) Chapter 3 – Radiation
  ii) Chapter 4 – Spectroscopy
  iii) Chapter 5 – Telescopes
  iv) Chapter 16 – The Sun
  v) Chapter 17 – The Stars
  vi) Chapter 19 – Star Formation
  vii) Chapter 20 – Stellar Evolution
  viii) Chapter 21 – Stellar Explosions
  ix) Chapter 22 – Neutron Stars & Black Holes
  x) Chapter 23 – The Milky Way
  xi) Chapter 24 – Galaxies
  xii) Chapter 25 – Galaxies & Dark Matter
  xiii) Chapter 26 - Cosmology

6) **Method of Evaluation:**

7) **Grading Criteria:**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
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<tr>
<td>80% - 89%</td>
<td>B</td>
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<td>70% - 79%</td>
<td>C</td>
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<tr>
<td>60% - 69%</td>
<td>D</td>
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<tr>
<td>0% - 59%</td>
<td>F</td>
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</tbody>
</table>

8) **Attendance:**

*Regular and punctual attendance is expected and required.* It should be remembered that absences always result in work being missed and low grades. Attendance will be taken during each class session (a sign in sheet or activity will be used to take attendance).

If a student misses four class sessions (not including school sanctioned activities) they will be dropped from the course (NC Policy IV.05.01).

9) **Special notes:**
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies

Electronic Devices in Classrooms: Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Food and Beverages in Classrooms: Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any
edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic dishonesty:** Students are expected to do their own work at all times. Students that are accused of academic dishonesty will face disciplinary actions including but not limited to a failing grade in the course, being dropped from the course, or expulsion from Navarro College.

- **Late work/makeup exams:** Late work will not be accepted and makeup work will not be available. Students who know that they will miss class to attend a school-sanctioned activity can make arrangements to perform the required work (turn in homework, some paper-based labs) and turn it in before leaving campus.

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**
• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the *Americans with Disabilities Act*. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.

14) **Course Outline:**
**PHYS 1404 - The Solar System**

*4 Semester Hours*

Name
Office Location/Phone Number: 
Office Hours: 
E-Mail Address: *Navarro College email only* 
Semester Year 

1) **Catalog Description of the Course:**
This course, designed for non-science majors, will explore the solar system, the motions of the planets in the sky, constellations, and the history of astronomy.

2) **Introduction and Rationale for the Course:**
This class is a 4 semester hour science laboratory class that provides an overview of astronomy. There is no pre-requisite for this class.

3) **Instructional Materials**
   - Scientific Calculator

4) **Student Learning Outcomes:**
   - Students will learn basic techniques and terminology associated with observational astronomy.
   - Students will demonstrate problem solving competency with astronomical concepts such as Kepler’s Laws of Planetary Motion, Newton’s Laws, and Gravitation.
   - Students will explore the motion and properties of Solar System objects.

**Core Objectives**

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Upon completion of the course, the student should be able to:

- Demonstrate the ability to identify celestial objects visible in the night sky.
• Demonstrate ability to use star finders and star charts.
• Demonstrate knowledge of historical events in astronomy.
• Demonstrate problem solving abilities utilizing Kepler’s Laws, Newton’s laws, and the gravitational law.
• Demonstrate knowledge of physical properties of solar system objects.

5) **Method of Instruction:**
   • Instructional methods will include ...
   • **Reading Assignments**
     i) Chapter 1 – Charting the Heavens
     ii) Chapter 2 – The Copernican Revolution
     iii) Chapter 6 – The Solar System
     iv) Chapter 7 – The Earth
     v) Chapter 8 – The Moon and Mercury
     vi) Chapter 9 – Venus
     vii) Chapter 10 – Mars
     viii) Chapter 11 – Jupiter
     ix) Chapter 12 – Saturn
     x) Chapter 13 – Uranus and Neptune
     xi) Chapter 14 – Solar System Debris
     xii) Chapter 15 – The Formation of Planetary Systems
     xiii) Chapter 28 – Life in the Universe

6) **Method of Evaluation:**

7) **Grading Criteria:**

<table>
<thead>
<tr>
<th>Score Range</th>
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<th>GPA</th>
</tr>
</thead>
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<tr>
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<tr>
<td>0 – 59.9</td>
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<td>0.0</td>
</tr>
</tbody>
</table>

8) **Attendance:**

Regular and punctual attendance is expected and required. It should be remembered that absences always result in work being missed and that in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer. Attendance will be taken during each class session (a sign in sheet or activity will be used to take attendance).

If a student misses four class sessions (not including school sanctioned activities) they will be dropped from the course (NC Policy IV.05.01).

9) **Special notes:**
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any
edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

- **Academic honesty policy:** Students are expected to do their own work at all times. Students that are accused of academic dishonesty will face disciplinary actions including but not limited to a failing grade in the course, being dropped from the course, or expulsion from Navarro College.

- **Late work/makeup exams:** Late work will not be accepted and makeup work will not be available. Students who know that they will miss class to attend a school-sanctioned activity can make arrangements to perform the required work (turn in homework, some paper-based labs) and turn it in before leaving campus.

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**
- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.

14) **Course Outline:**
I. **Catalog Description of Course**

This course, designed for non-science majors, is a survey of topics in astronomy and physics including their relationship to the environment.

II. **Introduction and Rationale for Course**

This class is a 4 semester hour science laboratory class that provides an overview of astronomy and physics. There is no pre-requisite for this class.

III. **Instructional Materials**

The student is required to purchase the following materials:


2. If not included with text, CONNECT Module must be purchased online.


4. Five SCANTRON 888-E sheets

IV. **Student Learning Outcomes**

a) **Student Learning Objectives**

1. Demonstrate knowledge of the history, classification schemes, and composition of the solar system.
2. Demonstrate knowledge of the formation and life cycles of stellar objects
3. Demonstrate knowledge of galactic structures and the theories of their formation
4. Demonstrate comprehension of work, energy and Newton’s Laws of Motion and the application of each
5. Demonstrate comprehension of the laws of thermodynamics and their application
6. Demonstrate comprehension of the mechanics of wave properties and the physical properties of sound
7. Demonstrate knowledge of the behavior and application of electromagnetic waves in different contexts
8. Demonstrate the collection, analysis and reporting of data using the scientific method
b) Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

c) Objectives

1. name the objects that make up the solar system.
2. describe the structure of the solar system.
3. describe Kepler's Laws.
4. define apparent and absolute magnitude of stars.
5. know the coordinate system for locating stars.
6. define and use the concepts of latitude and longitude.
7. define retrograde motion.
8. state the latitude of the equator and North and South Poles.
9. understand the concept of altitude and zenith angles for locating points in the sky.
10. explain, with aid of a diagram, why we have different seasons of the year.
11. understand the method for classifying galaxies.
12. describe some of the properties of the Moon.
13. know what the umbra and penumbra are.
14. know the difference between meteors, meteoroids, and meteorites.
15. explain why the Moon has so many more craters than the Earth.
16. know what precession is.
17. list the three possible end stages of a star and the mass a star would require to fall into each category.
18. know what the International Date Line is.
19. know what causes tides.
20. know what neap tides and spring tides are.
21. define speed, velocity, average velocity, instantaneous velocity, and acceleration.
22. understand Newton's three laws of motion and Newton's law of Universal Gravitation and use them to explain various physical phenomena.
23. know the difference between scalars and vectors.
24. understand the concept of mass and inertia.
25. know the units of force, mass, velocity and acceleration in the metric system.
26. define the concept of momentum and impulse.
27. define the terms work, energy and power.
28. explain and use the law of conservation of energy.
29. explain the kinetic theory of heat and associated concepts such as temperature scales, and absolute zero.
30. explain the types and properties of waves.
31. explain various properties of sound and light waves.
32. understand the concept of reflection and refraction.
33. know what total internal reflection is.
34. be aware of the dual nature of light.
35. explain basic properties of electricity and magnetism.
36. define the law of poles for magnets
37. explain the concept of electrical induction.
38. understand the principle of transformers.
39. understand concept of building and launching a model rocket
40. perform basic laboratory experiments dealing with applying the objectives of the course to physical laboratory problems.
41. use computers in the laboratory to analyze and graph experimental data.
42. understand other specific objectives as described by the instructor.

V. **Method of Instruction**

The class will be taught using a lecture format and classroom demonstrations with class participation highly recommended. The laboratory portion will be conducted using work groups. The student is required to attend lecture and laboratory classes.

VI. **Method of Evaluation**

A. There will be 5 major tests which will consist of questions and problems similar to those discussed in class, assigned as homework and in the text book. Major test average counts 35% of the course grade. However, if the final exam grade is higher than the semester test average, the final will count 35% and the test average 25%. The lowest test grade will be weighted at one-half the value of the other tests.

B. Laboratory grades count 25% of the course grade. Students will form lab groups of size 3 to 6 depending on the lab. One lab report will be taken from each member of the group unless otherwise specified by the instructor. There will be approximately twelve graded laboratory exercises, of which the lowest grade will be dropped.

C. Homework grade counts as 10% of the course grade. Homework will be completed online and due at the time specified in the online assignments.

D. The final exam counts 25% or 35% of the course grade. Exam questions will be similar in style and content to the homework and the major tests.

E. Attendance at both class lectures and labs will count as 5% of your grade. Attendance is taken at the beginning of each class or lab. If you are tardy (i.e. not present when roll is
taken) you will receive the equivalent of one-half of an absence for that class. If you leave early without permission you will be counted absent for that class.

VII. **Grading Criteria**

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<thead>
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<th>Contribution</th>
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<tbody>
<tr>
<td>Test Average</td>
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<td>Final Exam</td>
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<tr>
<td>Lab Average</td>
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<tr>
<td>&lt; 79.5 &amp; ≥ 69.5</td>
<td>C</td>
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<td>&lt; 69.5 &amp; ≥ 59.5</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 59.5</td>
<td>F</td>
</tr>
</tbody>
</table>

VIII. **Attendance**

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen week semester and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus of each class and for knowing the attendance requirements for the course. Class rosters will be certified at 60% of the semester by all instructors. Students not attending classes will be dropped.

Veteran's Benefits recipients must be dropped from a course for benefit purposes within three weeks after their last attendance. The VA benefit recipient needs to be aware that the V.A. may require repayment for any benefits received since the beginning of a semester for any course in which a grade of "W" is received.

**Special Note**
If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information, see the Office of the Registrar.

IX. **Classroom Policies**

a) **Electronic Devices in the Classroom** - Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise, such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

b) **Food and Beverages in Classrooms and Laboratories** - Navarro College is proud of the appearance of its campus and facilities. In order to assist in keeping facilities clean, no food
of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in your backpack or other closed bag and out of view.

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c) Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

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X. EEOC Statement

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P.L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person with regard to race, color, religion, marital status or veterans status.

XI. Services for Students

a) Students with Disabilities: Please note that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903 875-7397) for more details.
b) **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling Department on your campus for information if you are having difficulty in a course. Tutorial sessions are available for this class online through the ARIS module.

c) **Special population students:** Navarro College provides, through the Carl Perkins Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in non-traditional occupations, and limited English-speaking students. Students falling in one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building), for details concerning these services. Please note that the Center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

XII. **Subject to Change**

The course syllabus above and the Course Outline below may be changed as the term progresses at the discretion of the instructor.

XIII. **Course Outline**

a) **General**

The student is expected to

1. attend all class meetings and pay attention to all class announcements.
2. know all course requirements, deadlines, and exam dates, whether present or absent when announced.
3. read and use the course syllabus and outline.
4. actively do all homework assignments and turn in all assignments on time.
5. read, study and master all assigned reading material.
6. come to class prepared, and on time.
7. ask questions and seek out tutorial help as required.

b) **Attendance/Drop Policy**

If you are absent or tardy due to participation in an authorized college function or have a written legal, medical or otherwise suitable validated excuse that is approved by the instructor, your absence or tardy will be excused, and your attendance will not be affected. Any student leaving the lab without permission will receive a zero for that lab grade. If you wish to drop this course, you should fill out a "Drop Slip" with the instructor's assistance. However, a student who misses the equivalent of two weeks of classes may be dropped at the instructor’s option. The deadline to drop the course or withdraw from the college and receive a “W” in the course is published in the college catalog.
c) Additional Material Needed

1. Five SCANTRON 888-E sheets for each major test and final exam to be turned into the professor within the first two weeks of class

d) Late Work

1) Homework is due on the date assigned in CONNECT. Late homework will only be accepted on a case by case basis.

2) Most lab reports are due at end of the lab period. For those lab reports that are designed not to be completed during the lab period, a due date will be given. **No lab report will be accepted late.** There will be no make up laboratories conducted and a student absent from laboratory, without a validated excuse, will receive a zero (0) grade for that date. Lab periods missed due to excused absences will be marked excused.

e) Make-up Exams

No make-up exams will be given. The grade on the final exam will replace the missed exam grade. Any subsequent missed exams will be recorded as a zero.

f) Optional Final Exam

The student has the option of NOT taking the final exam and receiving a final exam grade equal to the semester test average minus 10 points. This option will **not** be available to any student who has an attendance in class & labs of less than 85% or who has missed an exam.

g) Academic Honesty

There will be severe penalties for any student caught cheating during an exam. Penalties range from a zero on the exam to expulsion from the course and possibly from the college. If caught cheating on the final exam, those students involved will each receive a grade of 0 for the final exam. They will forfeit the optional final exam policy
### Assignments*

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<tr>
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<td>The Universe</td>
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<td>Test 1</td>
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<td>The Solar System</td>
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<td>Heat and Temperature</td>
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<td>Wave Motions and Sound</td>
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### Laboratory Experiments

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<td>&quot;Creation of the Universe&quot; Video</td>
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<td>Kepler's Laws</td>
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<td>Exp. 4</td>
<td>Locating Stars in the Night Sky</td>
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<td>Exp. 6</td>
<td>The Simple Pendulum</td>
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<td>Exp. 4</td>
<td>Uniform and Accelerating Motion</td>
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<td>Exp. 6</td>
<td>Newton's Second Law</td>
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<td>Rocket Building &amp; Launch</td>
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<td>Determining g, the Acceleration of Gravity</td>
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<td>Exp. 19</td>
<td>Ohm's Law</td>
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<tr>
<td>Exp. 23</td>
<td>Specific Heat</td>
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</tbody>
</table>

* Subject to change at instructor's discretion
** Procedure not in Lab Book

### Homework Assignments

Homework are available to the students online in the CONNECT module.
I. **Catalog Description of Course**

This is a four semester hour course, designed for non-science majors, is a survey of topics in chemistry, meteorology, and geology and their relationships within the environment.

II. **Introduction and Rationale for Course**

This class is a 4 semester hour science laboratory class that provides an overview of chemistry, meteorology, and geology. There is no pre-requisite for this class.

III. **Instructional Materials**

The student is **required** to purchase the following materials:


2. If not included with text, CONNECT Module must be purchased online.


4. Five SCANTRON 888-E sheets -

IV. **Student Learning Outcomes**

This course meets the CORE components of Reading, Writing, Listening, Speaking & Critical Thinking.

a) **Student Learning Objectives**

1. Demonstrate knowledge of atomic structure, chemical bonds and compounds
2. Demonstrate comprehension of chemical reaction processes
3. Demonstrate knowledge of organic chemistry and its applications
4. Demonstrate knowledge of rocks and minerals based on origin, chemical composition, and physical properties.
5. Demonstrate knowledge of weather systems and climactic zones
6. Demonstrate the collection, analysis, and reporting of data using the scientific method

b) **Core Objectives**
1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

c) Objectives

1. apply the scientific method to solve problems.
2. be able to classify matter.
3. differentiate between mixtures and pure substances. know the difference between physical and chemical changes.
4. identify elements by their chemical symbols.
5. know how the mass number and atomic mass are defined.
6. identify chemical families on the periodic table.
7. define an isotope and an ion.
8. apply electron dot notation.
9. balance chemical equations.
10. identify reactants and products in a chemical equation. define covalent, metallic and ionic bonds.
11. classify chemical reactions as to combination, decomposition, replacement, or ion exchange.
12. define redox reactions.
13. know Avogadro’s number and its significance.
14. define and identify a solution, solvent, and solute.
15. know the concept of saturation.
16. define pH.
17. define acid and bases and their corresponding pH.
18. define organic chemistry.
19. define hydrocarbons.
20. differentiate between alkanes, alkenes, and alkynes.
21. determine the names of isomers.
22. define proteins, carbohydrates, fats and oils.
23. understand the oxygen-carbon dioxide balance in the atmosphere.
24. state the divisions of the atmosphere based on temperature.
25. explain the greenhouse effect.
26. explain why the sky is blue.
27. recognize the causes of air motion, winds, and the jet stream.
28. name and describe the various types of clouds.
29. explain the processes of cloud formation, condensation and precipitation.
30. explain how rainbows are formed.
31. describe the different kinds of fronts and their associated characteristics.
32. describe the major air, land, and water pollutants, their sources, and their effects on our environment.
33. explain the causes for the concern about the ozone layer.
34. distinguish between minerals and rocks.
35. state the three types of rocks, and how they originate.
36. explain the rock cycle.
37. distinguish between clastic, organic, and chemical sediments.
38. name some common mineral, and describe the methods of mineral identification.
39. name some common igneous, sedimentary, and metamorphic rocks.
40. explain the cause of volcanoes.
41. explain the causes of earthquakes.
42. explain the mechanism and evidence of sea floor spreading and its relationship to continental drift.
43. explain the theory of plate tectonics.
44. list the general relative motions of plates and the resulting geologic implications.
45. explain how mountains are formed.
46. describe the principal types of mountains, and give an example of each.
47. explain the concept of uniformitarianism.
48. state the law of superposition.
49. describe the methods used to determine absolute (atomic) geologic time.
50. define erosion and the agents of erosion.
51. distinguish between physical and chemical weathering and give examples of each.
52. define mass wasting.
53. describe two important types of mass wasting, and give examples of each.
54. describe the hydrologic cycle.
55. explain why the sea is salty.
56. state and describe the types of ocean currents.
57. describe the major features of sea floor topography.
58. perform basic laboratory experiments dealing with applying the objectives of the course to physical laboratory problems.
59. use computers in the laboratory to analyze and graph experimental data.
60. understand other specific objectives as described by the instructor.

V. Method of Instruction

The class will be taught using a lecture format and classroom demonstrations with class participation highly recommended. The laboratory portion will be conducted using work groups. The student is required to attend lecture and laboratory classes.

VI. Method of Evaluation

A. There will be 4 major tests which will consist of questions and problems similar to those discussed in class, assigned as homework and in the text book. Possession of an electronic communication device during a test or final will result in a zero for the student on that exam.
If the device is brought to class during the exam it must be placed on the instructor’s desk. Major test average counts 35% of the course grade. However, if the final exam grade is higher than the semester test average, the final will count 35% and the test average 25%. The lowest test grade will be weighted at one-half the value of the other tests.

B. Laboratory grades count 25% of the course grade. Students will form lab groups of size 3 to 6 depending on the lab. One lab report will be taken from each member of the group unless otherwise specified by the instructor. There will be approximately twelve graded laboratory exercises, of which the lowest grade will be dropped.

C. Homework grade counts as 10% of the course grade. Homework will be completed online and due at the time specified in the online assignments.

D. The final exam counts 25% or 35% of the course grade. Exam questions will be similar in style and content to the homework and the major tests.

E. Attendance at both class lectures and labs will count as 5% of your grade. Attendance is taken at the beginning of each class or lab. If you are tardy (i.e. not present when roll is taken) you will receive the equivalent of one-half of an absence for that class. If you leave early without permission you will be counted absent for that class.

VII. Grading Criteria

<table>
<thead>
<tr>
<th>Contribution</th>
<th>% Of Final Grade</th>
</tr>
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<tbody>
<tr>
<td>Test Average</td>
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<td>25</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
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<td>5</td>
</tr>
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Semester Numerical Average | Semester Letter Grade

≥ 89.5 .............................................. A
< 89.5 & ≥ 79.5 ......................... B
< 79.5 & ≥ 69.5 ........................... C
< 69.5 & ≥ 59.5 ......................... D
< 59.5 .............................................. F

VIII. Attendance

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as
being equivalent to two weeks of instruction in a sixteen week semester and may result in failure or being dropped from the course.

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a) Electronic Devices in the Classroom - Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise, such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

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class, counted absent, and have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

b) **Food and Beverages in Classrooms and Laboratories** - Navarro College is proud of the appearance of its campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in your backpack or other closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories, containing sensitive equipment. Students and staff must exercise extreme care in bringing beverages into campus facilities as spills may damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

c) Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operations of the College.

X. **EEOC Statement**

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P.L. 88-352) and Executive Order 11246 (Revised Order #4),
where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person with regard to race, color, religion, marital status or veteran status.

XI. Services for Students

a) Students with Disabilities: Please note that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903 875-7397) for more details.

b) Tutorial services: Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling Department on your campus for information if you are having difficulty in a course.

c) Special population students: Navarro College provides, through the Carl Perkins Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in non-traditional occupations, and limited English-speaking students. Students falling in one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building), for details concerning these services. Please note that the Center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

XII. Subject to Change

The course syllabus above and the Course Outline below may be changed as the term progresses at the discretion of the instructor.

XIII. Course Outline

a) General

The student is expected to

1. attend all class meetings and pay attention to all class announcements.
2. know all course requirements, deadlines, and exam dates, whether present or absent when announced.
3. read and use the course syllabus and outline.
4. actively do all homework assignments and turn in all assignments on time.
5. read, study and master all assigned reading material.
6. come to class prepared, and on time.
7. ask questions and seek out tutorial help as required.

b) Attendance/Drop Policy

If you are absent or tardy due to participation in an authorized college function or have a written legal, medical or otherwise suitable validated excuse that is approved by the instructor, your absence or tardy will be excused, and your attendance will not be affected. Any student leaving the lab without permission will receive a zero for that lab grade. If you wish to drop this course, you should fill out a "Drop Slip" with the instructor's assistance. However, a student who misses the equivalent of two weeks of classes may be dropped at the instructor’s option. The deadline to drop the course or withdraw from the college and receive a “W” in the course is published in the college catalog.

c) Additional Material Needed

1. Five SCANTRON 888-E sheets for each major test and final exam

d) Late Work

1. Homework is due on the date assigned in CONNECT.

2. Most lab reports are due at end of the lab period. For those lab reports that are designed not to be completed during the lab period, a due date will be given. No lab report will be accepted late. There will be no make up laboratories conducted and a student absent from laboratory, without a validated excuse, will receive a zero (0) grade for that date. Lab periods missed due to excused absences will be marked excused.

e) Make-up Exams

No make-up exams will be given. The grade on the final exam will replace the missed exam grade. Any subsequent missed exams will be recorded as a zero.

f) Optional Final Exam

The student has the option of NOT taking the final exam and receiving a final exam grade equal to the semester test average minus 10 points. This option will not be available to any student who has an attendance in class & labs of less than 85% or who has missed an exam.

g) Academic Honesty

There will be severe penalties for any student caught cheating during an exam. Penalties range from a zero on the exam to expulsion from the course and possibly from the college. If caught cheating on the final exam, those students involved will each receive a grade of 0 for the final exam. They will forfeit the optional final exam policy.
h) **Assignments** (Subject to change at instructor's discretion)

<table>
<thead>
<tr>
<th>Lecture Chapter</th>
<th>Title</th>
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<tbody>
<tr>
<td>8</td>
<td>Atoms and Periodic Properties</td>
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<tr>
<td>9</td>
<td>Chemical Bonds</td>
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<td>10</td>
<td>Chemical Reactions</td>
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<tr>
<td></td>
<td>Test 1</td>
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<td>11</td>
<td>Water and Solutions</td>
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<td>12</td>
<td>Organic Chemistry</td>
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<td>22</td>
<td>The Atmosphere of Earth</td>
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<td>Test 2</td>
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<tr>
<td>23</td>
<td>Weather and Climate</td>
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<td>24</td>
<td>Earth’s Waters</td>
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<td>17</td>
<td>Rocks and Minerals</td>
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<td>Test 3</td>
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<td>18</td>
<td>Plate Tectonics</td>
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<td>19</td>
<td>Building Earth’s Surface</td>
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<td>20</td>
<td>Shaping Earth’s Surface</td>
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<td>21</td>
<td>Geologic Time</td>
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<table>
<thead>
<tr>
<th>Laboratory Experiment</th>
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<tbody>
<tr>
<td>2</td>
<td>Measurements</td>
</tr>
<tr>
<td>28</td>
<td>Density of Solids and Liquids</td>
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<tr>
<td>29</td>
<td>Oxygen</td>
</tr>
<tr>
<td>30</td>
<td>Percentage of Oxygen in Potassium Chlorate</td>
</tr>
<tr>
<td>32</td>
<td>An Exothermic Chemical Reaction</td>
</tr>
<tr>
<td>33</td>
<td>Avogadro’s Number</td>
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<tr>
<td>35</td>
<td>Solutions and Solubility</td>
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<tr>
<td>34</td>
<td>Molecular Structure</td>
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<tr>
<td>45</td>
<td>Air Pressure</td>
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<td>46</td>
<td>Humidity</td>
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<tr>
<td>47/48</td>
<td>Weather Maps 1 &amp; 2</td>
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<tr>
<td>50</td>
<td>Minerals</td>
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<tr>
<td>Not in lab book</td>
<td>Ring of Fire Video (Not in Lab Book)</td>
</tr>
</tbody>
</table>

Homework Assignments are available to the students online in the CONNECT module.
I. **Catalog Description of Course**

This is a four semester hour calculus-level physics course. It involves the fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles presented in the classroom lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

Pre-requisite: MATH 2413 Calculus I

II. **Introduction and Rationale for Course**

This course is a foundation course for the student majoring in the above mentioned areas. The goal of this course is to prepare the student for the more advanced classes required for an undergraduate degree.

III. **Instructional Materials**

The student is required to purchase the following materials:

1. **University Physics**, 13th ed., Young & Freedman, Addison Wesley, 2012 (Also includes access code for using “Mastering Physics” online homework)


3. A scientific calculator with engineering functions is required

IV. **Student Learning Outcomes**

This course meets the CORE components of Reading, Writing, Listening, Speaking & Critical Thinking.

a) **Student Learning Outcomes**

1. Determine the components of linear motion (displacement, velocity, and acceleration), and especially motion under conditions of constant acceleration.

2. Solve problems involving forces and work.

3. Apply Newton’s laws to physical problems.

4. Identify the different types of energy.

5. Solve problems using principles of conservation of energy.

6. Define the principles of impulse, momentum, and collisions.
7. Use principles of impulse and momentum to solve problems.
8. Determine the location of the center of mass and center of rotation for rigid bodies in motion.
9. Discuss rotational kinematics and dynamics and the relationship between linear and rotational motion.
10. Solve problems involving rotational and linear motion.
11. Define equilibrium, including the different types of equilibrium.
12. Discuss simple harmonic motion and its application to real-world problems.
13. Prepare laboratory reports that clearly communicate experimental information in a logical and scientific manner.
14. Conduct basic laboratory experiments involving classical mechanics.
15. Relate physical observations and measurements involving classical mechanics to theoretical principles.
16. Evaluate the accuracy of physical measurements and the potential sources of error in the measurements.
17. Design fundamental experiments involving principles of classical mechanics.
18. Identify appropriate sources of information for conducting laboratory experiments involving classical mechanics.

b) Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

c) Objectives

1. know fundamental quantities and their base units in both SI and British systems.
2. use units correctly.
3. be able to convert measurements between systems.
4. use significant digits correctly.
5. understand the difference between speed and velocity.
6. understand the concept of instantaneous and average speed.
7. understand the concept of instantaneous and average velocity.
8. understand instantaneous and average acceleration.
9. use vector algebra operations.
10. know and apply scientific method to problem solving.
11. understand graphical interpretation of a derivative.
12. derive and use kinematic equations for constant acceleration.
13. derive and use kinematic equations for free fall.
14. solve projectile motion problems.
15. solve problems involving uniform circular motion.
16. know Newton's Laws of Motion and how to apply them.
17. define an inertial reference frame.
18. use Hooke's Law to solve spring problems.
19. understand concept of static and kinetic friction.
20. use free-body diagrams to solve kinematic problems including friction.
21. be able to calculate center of mass of both point masses and distributed masses.
22. solve problems using center of mass analysis.
23. define universal law of gravitation.
24. know Kepler's Laws of planetary motion.
25. describe Cavendish balance experiment.
26. solve problems in a non-inertial reference frame.
27. know and apply work-energy theorem to practical problems.
28. calculate kinetic and potential energies.
29. define gravitational potential energy.
30. apply principles of the conservation of energy and momentum.
31. solve problems involving variable gravitational forces.
32. solve problems involving spring potential energy.
33. identify conservative and non-conservative forces.
34. solve problems involving conservative and non-conservative forces.
35. define power in terms of work and time.
36. understand concepts of impulse and linear momentum.
37. analyze elastic and inelastic collisions.
38. solve for projectile speed using a ballistic pendulum.
39. define rotational motion and write equations for Newton's laws in terms of rotational variables.
40. solve problems involving rotational motion.
41. relate rotational motion quantities to linear motion.
42. define torque and moment of inertia.
43. calculate moment of inertia for systems of particles.
44. know moment of inertia for systems of distributed masses.
45. apply the principles of conservation of angular momentum.
46. define the conditions for equilibrium for a rigid body.
47. know the properties of fluids.
48. relate pressure to force.
49. calculate variation of pressure with depth in an incompressible fluid.
50. define buoyancy.
51. know and apply Bernoulli's equation.
52. apply Archimedes' Principle.
53. know various temperature scales.
54. relate temperature to kinetic energy.
55. apply ideal gas laws.
56. know concept of atomic mass and moles.
57. solve problems concerning thermal expansion.
58. relate heat to change in internal energy.
59. define specific heat.
60. measure and calculate heat capacities of materials.
61. calculate energy required for phase change.
62. know the three forms of heat transfer.
63. know the laws of thermodynamics.
64. describe a heat engine and a refrigerator.
65. define entropy.
66. define Simple Harmonic Motion (SHM).
67. relate SHM to circular motion.
68. solve problems involving the First and Second laws of Thermodynamics
69. understand concept of building and launching a model rocket
70. apply numerical analysis techniques for model rocket pre-flight predictions and post-flight analysis
71. perform basic laboratory experiments dealing with applying the objectives of the course to physical laboratory problems.
72. apply Micro Computer Based (MBL) procedures during the labs to acquire and analyze data using microcomputers.
73. use computer software to plot data and perform analysis of the data.

V. **Method of Instruction**

The class will be taught using a lecture format and classroom demonstrations with class participation highly recommended. The laboratory portion will be conducted using work groups. The student is required to attend lecture and laboratory classes.

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A. There will be 4 major tests which will consist of questions and problems similar to those discussed in class, assigned as homework and in the text book. Major test average counts 35% of the course grade. However, if the final exam grade is higher than the semester test average, the final will count 35% and the test average 25%. The lowest test grade will be weighted at one-half the value of the other tests.

B. The average of the laboratory grades count 25% of the course grade and must be successfully completed with a minimum grade of 60% in order to pass the course. Labs will be performed in groups. No lab group will be allowed to begin the lab until all members are present and each has turned in a pre-lab assignment. Lab periods will NOT be extended to accommodate late arriving students. Each group will prepare one lab report for each lab. The completed lab report will consist of individual pre-labs for each group member, a combined data acquisition and questions section, and for some of the labs a typed individual summary from each member. The pre-labs must be turned in by each individual prior to attempting the lab. These pre-labs will count ten percent of the lab grade. The lab report along with the questions and individual summaries are due the following lab period. The report and questions count 70% of the grade, and if required, the summaries 20% of the grade. The data collection and the questions should be worked as a group. The summary sheet must be written individually. As a minimum, the student is expected to summarize the lab (in his/her own words) as to the purpose of the lab, the comparison of results to theoretical predictions, assumptions made, shortcomings of the techniques, possible
improvements and a conclusion of the experiment which should include a description of possible sources of errors. (This does not mean to copy the procedure from the laboratory book.) Any evidence of copying from each other on this section will result in a 0 for the entire lab for all students involved. The low lab grade will be dropped prior to computing a student's laboratory average grade for the semester.

C. Homework grade counts 10% of course grade.

D. Attendance at both class lectures and labs will count 5% of your grade. Attendance is taken at the beginning of each class or lab. If you are tardy (i.e. not present when roll is taken) you will receive the equivalent of one-half of an absence for that class.

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Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P.L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person with regard to race, color, religion, marital status or veterans status.

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The course syllabus above and the Course Outline below may be changed as the term progresses at the discretion of the instructor.

XIII. Course Outline

a) General

The student is expected to

1. attend all class meetings and pay attention to all class announcements.
2. know all course requirements, deadlines, and exam dates, whether present or absent when announced.
3. read and use the course syllabus and outline.
4. actively do all homework assignments and turn in all assignments on time.
5. read, study and master all assigned reading material.
6. come to class prepared, and on time.
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c) Additional Material Needed

None
d) Late Work

i. Homework is due on the date assigned in the “Mastering Physics” website. Late homework penalty is stated in the “Mastering Physics” website.

ii. Complete lab reports are due at beginning of the following lab period. No lab report will be accepted late. Lab periods missed due to excused absences will be marked excused, others receive a zero.

e) Make-up Exams

No make-up exams will be given. The grade on the final exam will replace the missed exam grade. Any subsequent missed exams will be recorded as a zero.

f) Crib Sheet for Exams

A one page (22 cm x 28 cm) "crib" sheet (front side only) may be used for each major test. The student may write, not photocopy, equations, formulae, and definitions on this page for use in the test.

g) Optional Final Exam

The student has the option of NOT taking the final exam and receiving a final exam grade equal to the semester test average minus 10 points. This option will not be available to any student who has an attendance in class & labs of less than 85% or who has missed an exam.

h) Tutorials

Each student is STRONGLY advised to seek assistance from the instructor whenever any difficulty arises. If tutors are available, the student will be notified.

i) Academic Honesty

i) There will be severe penalties for any student caught cheating during an exam. Penalties range from a zero on the exam to expulsion from the course and possibly from the college. If caught cheating on the final exam, those students involved will each receive a grade of 0 for the final exam. They will forfeit the optional final exam policy.

ii) Any evidence of copying from each other on the summary section of the lab report will result in a 0 for the entire lab for all students involved.
## j) Assignments*

<table>
<thead>
<tr>
<th>Lecture Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Units, Physical Quantities, and Vectors</td>
</tr>
<tr>
<td>2</td>
<td>Motion Along a Straight Line</td>
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<tr>
<td>3</td>
<td>Motion in Two or Three Dimensions</td>
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<tr>
<td>4</td>
<td>Newton’s Laws of Motion</td>
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<tr>
<td>5</td>
<td>Applying Newton’s Laws</td>
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<td></td>
<td>Test 1</td>
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<tr>
<td>6</td>
<td>Work and Kinetic Energy</td>
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<td>7</td>
<td>Potential Energy and Conservation of Energy</td>
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<td>8</td>
<td>Momentum, Impulse and Collisions</td>
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<td>9</td>
<td>Rotation of Rigid Bodies</td>
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<td>10</td>
<td>Dynamics of Rotational Motion</td>
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<td></td>
<td>Test 2</td>
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<tr>
<td>11</td>
<td>Equilibrium and Elasticity</td>
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<td>12</td>
<td>Gravitation</td>
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<td>13</td>
<td>Periodic Motion</td>
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<td>14</td>
<td>Fluid Mechanics</td>
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<td>Test 3</td>
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<tr>
<td>17</td>
<td>Temperature and Heat</td>
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<td>18</td>
<td>Thermal Properties of Matter</td>
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<tr>
<td>19</td>
<td>The First Law of Thermodynamics</td>
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<tr>
<td>20</td>
<td>The Second Law of Thermodynamics</td>
</tr>
<tr>
<td></td>
<td>Test 4</td>
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</tbody>
</table>

## Laboratory Experiment

<table>
<thead>
<tr>
<th>Laboratory Experiment</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>Experimental Uncertainty and Data Analysis</td>
</tr>
<tr>
<td>2#</td>
<td>Measurement Instrumentation (Mass, Volume, and Density)</td>
</tr>
<tr>
<td>3#</td>
<td>The Scientific Method: The Simple Pendulum</td>
</tr>
<tr>
<td>4#</td>
<td>Uniformly Accelerating Motion</td>
</tr>
<tr>
<td>5</td>
<td>The Addition and Resolution of Vectors</td>
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<tr>
<td>6</td>
<td>Newton's Second Law: The Atwood Machine</td>
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<tr>
<td>7#</td>
<td>Friction</td>
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<tr>
<td>**</td>
<td>Model Rocket Launch</td>
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<tr>
<td>8#</td>
<td>Conservation of Linear Momentum: The Air Track</td>
</tr>
<tr>
<td>9#</td>
<td>Projectile Motion</td>
</tr>
<tr>
<td>10</td>
<td>Torques, Equilibrium, and Center of Gravity</td>
</tr>
</tbody>
</table>

* Subject to change at instructor's discretion
** Not in Lab Book; Will be handed out prior to lab
# These labs include a computer experiment

## Homework

Homework assignments will be completed online using the “Mastering Physics” web-site. Access to this procedure is attached to the Text Book or can be purchased separately.
PHYS 2426 - University Physics II  
Department of Science & Mathematics  
Professor - J. Dennis Hawk  
Office - DH 203/ Phone: (903) 875-7514  
Office Hours: To be posted at the beginning of semester  
E-mail: dennis.hawk@navarrocollege.edu  
Fall 2014

I. **Catalog Description of Course**

Continuation of PHYS 2425. Topics include the study of the Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics, and Laboratory experiments supporting theoretical principles presented in the classroom lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

Pre-requisite: PHYS 242, MATH 2414 Calculus II

II. **Introduction and Rationale for Course**

This course is a continuing foundation course for the student majoring in physics, math, engineering, or chemistry. The goal of this course is to prepare the student for the more advanced classes required for an undergraduate degree.

III. **Instructional Materials**

The student is required to purchase the following materials:

1. **University Physics**, 13th ed., Young & Freedman, Addison Wesley, 2012 (Also includes access code for using “Mastering Physics” online homework)


3. A scientific calculator with engineering functions is required

IV. **Student Learning Outcomes**

a) **Student Learning Objectives**

Upon successful completion of this course, students will:

1. Articulate the fundamental concepts of electricity and electromagnetism, including electrostatic potential energy, electrostatic potential, potential difference, magnetic field, induction, and Maxwell’s Laws.

2. State the general nature of electrical forces and electrical charges, and their relationship to electrical current.
3. Solve problems involving the inter-relationship of electrical charges, electrical forces, and electrical fields.
4. Apply Kirchhoff’s Laws to analysis of circuits with potential sources, capacitance, and resistance, including parallel and series capacitance and resistance.
5. Calculate the force on a charged particle between the plates of a parallel-plate capacitor.
6. Apply Ohm’s law to the solution of problems.
7. Describe the effects of static charge on nearby materials in terms of Coulomb’s Law.
8. Use Faraday’s and Lenz’s laws to find the electromotive forces.
9. Describe the components of a wave and relate those components to mechanical vibrations, sound, and decibel level.
10. Articulate the principles of reflection, refraction, diffraction, interference and superposition of waves.
11. Solve real-world problems involving optics, lenses, and mirrors.
12. Prepare laboratory reports that clearly communicate experimental information in a logical and scientific manner.
13. Conduct basic laboratory experiments involving electricity and magnetism.
14. Relate physical observations and measurements involving electricity and magnetism to theoretical principles.
15. Evaluate the accuracy of physical measurements and the potential sources of error in the measurements.
16. Design fundamental experiments involving principles of electricity and magnetism.
17. Identify appropriate sources of information for conducting laboratory experiments involving electricity and magnetism.

b) Core Objectives

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

c) Objectives

1. learn the main constituents of the atom and their electrical charges
2. distinguish between electrical conductors and insulators.
3. distinguish between charging by friction, conduction and induction.
4. write the mathematical form of Coulomb's law.
5. define the electric field vector
6. calculate electric field vectors using Coulomb's law.
7. write out the mathematical form of Gauss's law.
8. use Gauss's law to calculate electric field vectors for special cases.
9. understand the properties of electric charges on conductors.
10. define electric potential energy difference and electric potential energy.
11. define electrical potential and calculate electric potentials.
12. know the definitions for equipotential surface and potential gradient.
13. know the basic concepts of the Millikan oil-drop experiment.
14. know the basic components of the cathode-ray tube.
15. define capacitance and calculate the capacitance of the parallel-plate capacitor.
16. calculate equivalent capacitances for capacitors in series and in parallel.
17. calculate the energy stored in a charged capacitor.
18. use Ohm's law to calculate current, resistance or EMF in simple dc circuits.
19. calculate power dissipation in simple dc circuits.
20. calculate equivalent resistance for resistors in series and parallel.
22. define magnetic field, field lines and magnetic flux.
23. write out the expression for the Lorentz force.
24. calculate the force on a point charge moving in a uniform magnetic field.
25. calculate the force on a current-carrying conductor in a uniform magnetic field.
26. calculate the force and torque on a current loop in a uniform magnetic field.
27. understand the Hall effect, and calculate Hall potentials.
28. write the mathematical form of the law of Biot and Savart.
29. calculate the magnetic field of a point charge moving with constant velocity.
30. calculate magnetic fields arising from various conductor configurations.
31. calculate the force between parallel conductors.
32. write the mathematical form of Ampere's law and use Ampere's law to calculate magnetic fields.
33. draw a simple diagram to show how the phenomena of electromagnetic induction arises.
34. define motional electromotive force.
35. write the mathematical form of Faraday's law and use to calculate induced electromotive forces.
36. define and use Lenz's law.
37. define mutual and self inductance and make inductance calculations.
38. calculate currents in R-L, L-C, and L-C-R circuits.
39. perform impedance calculations.
40. understand the concept of displacement current.
41. recognize Maxwell's equations.
42. distinguish and classify the various components of the electromagnetic spectrum.
43. describe the characteristics of mechanical wave motion.
44. differentiate between longitudinal and transverse waves.
45. derive wavelength, frequency, and speed for periodic waves.
46. describe Doppler effect.
47. define power and intensity of waves using decibel scale.
48. be able to solve standing wave problems.
49. define resonant frequency and harmonics.
50. solve problems concerning acoustics.
50. calculate harmonics of open and closed pipes.
51. understand the general nature and propagation of light.
52. calculate the field strengths and energy in electromagnetic waves.
53. perform reflection and refraction calculations.
54. determine the location and characteristics of objects formed by plane and spherical mirrors using both numerical and graphical methods.
55. determine the location and characteristics of objects formed lenses using both numerical and graphical methods.
56. understand how the eye produces an image.
57. define myopia and hyperopia and understand how these conditions are corrected.
58. understand the operation and magnification of a microscope.
59. understand the operation and magnification of a telescope.
60. define the wave properties of light - polarization, interference, coherence and diffraction.
61. calculate the locations of both constructive and destructive interference from a double slit.
62. calculate the light patterns from thin films.
63. perform basic laboratory experiments dealing with applying the objectives of the course to physical laboratory problems.
64. apply Micro Computer Based (MBL) procedures during the labs to acquire and analyze data using microcomputers.
65. use computer software to plot data and perform analysis of the data.

V. *Method of Instruction*

The class will be taught using a lecture format and classroom demonstrations with class participation highly recommended. The laboratory portion will be conducted using work groups. The student is required to attend lecture and laboratory classes.

VI. *Method of Evaluation*

A. There will be 4 major tests which will consist of questions and problems similar to those discussed in class, assigned as homework and in the text book. Major test average counts 35% of the course grade. However, if the final exam grade is higher than the semester test average, the final will count 35% and the test average 25%. The lowest test grade will be weighted at one-half the value of the other tests.

B. The average of the laboratory grades count 25% of the course grade and must be successfully completed with a minimum grade of 60% in order to pass the course. Labs will be performed in groups. No lab group will be allowed to begin the lab until all members are present and each has turned in a pre-lab assignment. Lab periods will NOT be extended to accommodate late arriving students. Each group will prepare one lab report for each lab. The completed lab report will consist of individual pre-labs for each group member, a combined data acquisition and questions section, and for some of the labs a typed individual summary from each member. The pre-labs will count ten percent of the lab grade. The lab report along with the questions and individual summaries are due the following lab period. The report and questions count 70% of the grade, and if required, the summaries 20% of the
grade. The data collection and the questions should be worked as a group. The summary sheet must be written individually. As a minimum, the student is expected to summarize the lab (in his/her own words) as to the purpose of the lab, the comparison of results to theoretical predictions, assumptions made, shortcomings of the techniques, possible improvements and a conclusion of the experiment which should include a description of possible sources of errors. (This does not mean to copy the procedure from the laboratory book.) Any evidence of copying from each other on this section will result in a 0 for the entire lab for all students involved. The low lab grade will be dropped prior to computing a student's laboratory average grade for the semester.

C. Homework grade counts 10% of course grade.

D. Attendance at both class lectures and labs will count 5% of your grade. Attendance is taken at the beginning of each class or lab. A tardy is equivalent to one-half of an absence.

E. The final exam counts either 25% or 35% of the course grade. Exam questions will be similar in style to the homework and the examples done in lecture.

VII. Grading Criteria

<table>
<thead>
<tr>
<th>Contribution</th>
<th>% Of Final Grade</th>
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<tbody>
<tr>
<td>Test Average</td>
<td>35 or 25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25 or 35</td>
</tr>
<tr>
<td>Lab Average</td>
<td>25</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
</tbody>
</table>

- **Semester Numerical Average**
- **Semester Letter Grade**

<table>
<thead>
<tr>
<th>Numerical Average</th>
<th>Letter Grade</th>
</tr>
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<tbody>
<tr>
<td>≥ 89.5</td>
<td>A</td>
</tr>
<tr>
<td>&lt; 89.5 &amp; ≥ 79.5</td>
<td>B</td>
</tr>
<tr>
<td>&lt; 79.5 &amp; ≥ 69.5</td>
<td>C</td>
</tr>
<tr>
<td>&lt; 69.5 &amp; ≥ 57.5</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 57.5</td>
<td>F</td>
</tr>
</tbody>
</table>

VIII. Attendance

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen week semester and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. Faculty members will discuss the course attendance policy at the
beginning of each semester; however, students are responsible for reviewing the course syllabus of each class and for knowing the attendance requirements for the course. Class rosters will be certified at 60% of the semester by all instructors. Students not attending classes will be dropped.

Veteran's Benefits recipients must be dropped from a course for benefit purposes within three weeks after their last attendance. The VA benefit recipient needs to be aware that the V.A. may require repayment for any benefits received since the beginning of a semester for any course in which a grade of "W" is received.

Special Note

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information, see the Office of the Registrar.

IX. Classroom Policies

   a) Electronic Devices in the Classroom - Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise, such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

   The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

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c) Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

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a) **General**

The student is expected to

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2. know all course requirements, deadlines, and exam dates, whether present or absent when announced.
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4. actively do all homework assignments and turn in all assignments on time.
5. read, study and master all assigned reading material.
6. come to class prepared, and on time.
7. ask questions and seek out tutorial help as required.

b) **Attendance/Drop Policy**

If you are absent or tardy due to participation in an authorized college function or have a written legal, medical or otherwise suitable validated excuse that is approved by the instructor, your absence or tardy will be excused, and your attendance will not be affected. Any student leaving
the lab without permission will receive a zero for that lab grade. If you wish to drop this course, you should fill out a "Drop Slip" with the instructor's assistance. However, a student who misses the equivalent of two weeks of classes may be dropped at the instructor’s option. The deadline to drop the course or withdraw from the college and receive a “W” in the course is published in the college catalog.

c) Additional Material Needed

None

d) Late Work

i. Homework is due on the date assigned in the “Mastering Physics” website. Late homework penalty is stated in the “Mastering Physics” website.

ii. Complete lab reports are due at beginning of the following lab period. No lab report will be accepted late. Lab periods missed due to excused absences will be marked excused, others receive a zero.

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No make-up exams will be given. The grade on the final exam will replace the missed exam grade. Any subsequent missed exams will be recorded as a zero.

f) Crib Sheet for Exams

A one page (22 cm x 28 cm) "crib" sheet (front side only) may be used for each major test. The student may write, not photocopy, equations, formulae, and definitions on this page.

g) Optional Final Exam

The student has the option of NOT taking the final exam and receiving a final exam grade equal to the semester test average minus 10 points. This option will not be available to any student who has an attendance in class & labs of less than 85% or who has missed an exam.

h) Tutorials

Each student is STRONGLY advised to seek assistance from the instructor whenever any difficulty arises. If tutors are available, the student will be notified.

i) Academic Dishonesty

i) There will be severe penalties for any student caught cheating during an exam. Penalties range from a zero on the exam to expulsion from the course and possibly from the college.
If caught cheating on the final exam, those students involved will each receive a grade of 0 for the final exam. They will forfeit the optional final exam policy.

ii) Any evidence of copying from each other on the summary section of the lab report will result in a 0 for the entire lab for all students involved.

j) Assignments*

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<th>Lecture Chapter</th>
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<td>The RC Time Constant (Manual Timing)</td>
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<td>Electromagnetic Induction</td>
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<td>Phase Measurements and Resonance in ac Circuits</td>
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<tr>
<td>21</td>
<td>Reflection and Refraction</td>
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</table>

PHYS 2426 Page 10
Laser lab - Speed of Light Calculation

* Subject to change at instructor's discretion
# These labs include a computer experiment
** These labs are not in the Wilson Lab Book. They will be handled out by the instructor

** Homework
Homework assignments will be completed online using the “Mastering Physics” web-site. Access to this procedure is attached to the Text Book or can be purchased separately.
PSYC 2301 – General Psychology
Department of Behavioral Sciences

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

(Note that everything in RED in this template should be deleted and replaced with each instructor’s information/course requirements. Do not publish this syllabus to students without editing it first. Information in black text may not be changed without department chair approval.)

1) Catalog Description of the Course: A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

2) Introduction and Rationale for the Course: Psychology is an interesting and exciting subject that can enable us to see ourselves and others in a new perspective. This course is designed to help you gain an overview of major areas in the discipline. Psychology, the science of human and animal behavior, seeks explore issues such as:

    ✷ the nature-nurture relationship in behavior;
    ✷ how and why learning takes place;
    ✷ why people remember some things and forget others;
    ✷ what is normal or abnormal behavior;
    ✷ how can behavior be changed;
    ✷ how does the thinking process operate;
    ✷ the nature of intelligence;
    ✷ what is motivation and how does it work;
    ✷ how and why do people perceive things differently;
    ✷ how personality develops and what factors shape it;
    ✷ how behavior disorders come into being and are diagnosed and treated.

Gaining a better understanding of yourself, your behavior, and the behavior of others is an exciting goal; this course will help you accomplish it.

3) Instructional Materials
   • Required Materials: Text: Psychology: An Exploration by Ciccarelli (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)
4) **Student Learning Outcomes:**

- Research methods: Identify research findings through the application of the scientific method. OR Exhibit an understanding and ability to apply basic research methods in psychology including research design, data analysis, and interpretation.
- Identify factors in the historical development of the study of human behavior including current theoretical perspectives prominent in the field of psychology.
- Identify terminology unique to the study of psychology.
- Identify accepted approaches and standards in psychological assessment and evaluation.
- Identify factors in physiological and psychological processes involved in human behavior.

5) **Core Objectives:**

A. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
B. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
C. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
D. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria:** Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other
course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) Classroom Policies

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
• **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

*Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.*

• **Academic dishonesty**: specific policy to be written by each instructor. *Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.*

• **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

12) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**
• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the *Americans with Disabilities Act*. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

• **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

• **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that this course requires that the following chapters/topics be covered. Additional chapters/content may be included at the discretion of the instructor. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.

<table>
<thead>
<tr>
<th>Required Chapters:</th>
<th>The following list of chapters in the current textbook must be covered in all courses. (Other material should be covered in addition to these chapters; this listing represents the minimum course requirement.)</th>
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<tbody>
<tr>
<td><strong>Introduction to Psychology</strong></td>
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<tr>
<td><strong>Biology and Psychology</strong></td>
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<td><strong>Voyage through the Lifespan</strong></td>
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<td><strong>Consciousness</strong></td>
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<td><strong>Learning</strong></td>
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<td>Cognition and Language</td>
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<td>Intelligence</td>
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<td>Personality</td>
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<td>Psychological Disorders</td>
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Appendix A: You may use and/or modify any of the following policies. You may also write your own policies. After including any or all of the following in your syllabus, you need to delete this appendix from the file. It is included here only for instructor reference.

*Example of Online Attendance Policy:*

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. *Absence is defined as not completing an assigned activity within the time allotted.* If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**
12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PSYC 2315 – Psychology of Adjustment
Department of Behavioral Sciences

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

(Note that everything in RED in this template should be deleted and replaced with each instructor’s information/course requirements. Do not publish this syllabus to students without editing it first. Information in black text may not be changed without department chair approval.)

1) Catalog Description of the Course: Study of processes involved in growth and adjustment of individuals to their personal and sociocultural environments. Includes application of theory to help students acquire skills of communication, interpersonal relationships, decision-making, self-management, and critical thinking.

2) Introduction and Rationale for the Course: This study of human behavior is focused on the adjustment problems of normal people. This course will explore application of healthy psychological principles to ordinary life situations and extraordinary challenges that confront people as they progress through life. Healthy psychological functioning in relation to family, peers, career, community, and culture will be subjects of study.

3) Instructional Materials
   • Required Materials: Text: Psychology Applied to Modern Life, 10th ed., Weiten (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

2) Student Learning Outcomes:

   • Demonstrate knowledge and understanding of the concept of “adjustment.”
   • Demonstrate understanding of the role of personal behavior in successful interpersonal relations.
   • Demonstrate knowledge of the role of socio-cultural factors in successful interpersonal relationships.
   • Demonstrate critical thinking about major life decisions including marriage, career, ethics, family style.
   • Demonstrate familiarity with the “Big 5” personality dimensions.
   • Demonstrate knowledge and understanding of one’s unique personality.
   • Demonstrate knowledge about how personality relates to successful career selection.
   • Demonstrate an understanding of self-concept and how it is related to culture and socioeconomic status.
   • Demonstrate familiarity with the most widely used coping strategies and the effectiveness of each.
• Demonstrate understanding of the definition of “stress,” and how stress affects performance.
• Demonstrate knowledge of trends of the modern American family.
• Demonstrate knowledge of recent trends in singlehood and cohabitation.
• Demonstrate understanding of the relationship between family trends and success.
• Demonstrate understanding of the concept of life satisfaction and how it relates to success.
• Demonstrate understanding of abnormal personality disorders and other mental disorders as they apply to the workplace and the family.

2.5) **Core Objectives:**

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

3) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

4) **Method of Evaluation:** Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

5) **Grading Criteria:** Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

6) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other
course, make sure you understand the consequences. For more information see the Office of the Registrar.

7) Classroom Policies

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.
Disruptive Classroom Behavior Policy: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Additional rules may be added here. Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

Academic dishonesty: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

Late work/makeup exams: specifically written by each instructor.

10) Additional Course Requirements
   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

9) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) Services for Students:
• **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

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• **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that this course requires that the following chapters/topics be covered. Additional chapters/content may be included at the discretion of the instructor. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.

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**Required Chapters:** The following list of chapters in the current textbook must be covered in all sections of this course. (Other material should be covered in addition to these chapters; this listing represents the minimum course requirement.)

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<th>Adjusting to Modern Life</th>
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<td>Theories of Personality</td>
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<td>Stress and Its Effects</td>
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<td>Coping Processes</td>
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<td>The Self</td>
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<td>Interpersonal Communication</td>
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<tr>
<td>Marriage in Intimate Relationships</td>
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<tr>
<td>Careers and Work</td>
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Appendix A: This appendix should not be included in your syllabus. Delete it once you have completed your use of it. You may use and/or modify any of the following policies. You may also write your own policies. After including any or all of the following in your syllabus, you need to delete this appendix from the file. It is included here only for instructor reference.

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

   Special notes:
   • If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

   ❖ For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
      o Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
      o Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

   ❖ No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
   ❖ “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

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- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
PSYC 2319 – Social Psychology
Department of Behavioral Sciences

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

(Note that everything in RED in this template should be deleted and replaced with each instructor’s information/course requirements. Do not publish this syllabus to students without editing it first. Information in black text may not be changed without department chair approval.)

1) **Catalog Description of the Course:** The origin and development of personal behavior in interpersonal situations. Topics include small group behavior, interpersonal attraction, prosocial behavior, socialization and personality, aggression and conflict, attitude acquisition and change, leadership and social communication. Recommended prerequisite: PSYC 2301.

2) **Introduction and Rationale for the Course:** Social psychology is primarily concerned with the various effects on behaviors and mental processes in the context of groups. Specifically, we will study the way behavior and various attitudes and other mental processes change in the context of various social groups. Topics of the study will include:

   - attitude-behavior consistency
   - social influence and persuasion
   - altruism and aggression
   - interpersonal attraction
   - group productivity
   - intergroup conflict
   - conformity
   - prosocial behavior
   - etc.

3) **Instructional Materials**
   - **Required Materials:** Text: *Social Psychology* by Myers 11th (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes:**

   - Describe the importance of an individual’s construal of a social event in the social psychologist’s attempts at understanding social behavior.
• Distinguish between the social psychologist’s preferred method of understanding social influence (i.e., scientific experimentation) and alternative ways of understanding social influence (i.e., folk wisdom, and philosophy).
• Describe how Gestalt principles influenced social psychological thought.
• Distinguish between the different underlying motives emphasized by the self-esteem approach and the social cognition approach.
• Define basic research concepts including correlation, hypothesis testing, samples, populations, random selection, independent and dependent variables, validity and reliability.
• Define a schema and describe the functions of schemas.
• Distinguish between automatic and controlled thought.
• Describe how formal training can impact people’s reasoning ability.
• Describe cultural and gender differences in nonverbal communication.
• Distinguish between internal and external attributions.
• Describe the reasons our impressions are sometimes wrong, and why they seem to us to be accurate.
• Define cognitive dissonance and describe the cultural influences that impact them it.
• Define conformity and understand the distinction between informational social influence, private acceptance, and public compliance.
• Define a group and explain how social norms, social roles, gender roles, and group cohesiveness influence group composition and functioning.
• Describe the social exchange account of prosocial behavior and the empathy-altruism hypothesis.
• Describe the impact of gender, culture, and personality type on altruism.
• Describe the evidence regarding the instinctual vs. learned origins of aggression.
• Understand the role of biological and situational influences on the display of aggression. (Examples: the amygdala, serotonin, testosterone, alcohol, heat, frustration, provocation, imitation, etc.)
• Describe the effects of media violence on children and on adults.
• Describe how violent and non-violent pornography influence aggression.
• Describe the effects of punishment on aggression.

4.5) Core Objectives:

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

5) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

6) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

7) Grading Criteria: Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.
8) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. *Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.*

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) **Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

  A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the
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- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

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• **Late work/makeup exams:** specifically written by each instructor.

10) **Additional Course Requirements**

*Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.*

11) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

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**Required Chapters:** The following list of chapters in the current textbook must be covered in all courses. *(Other material should be covered in addition to these chapters; this listing represents the minimum course requirement.)*

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<th>Chapter</th>
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<td>Introduction to Social Psychology</td>
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<td>Methodology</td>
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<td>Social Cognition</td>
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<td>Social Perception</td>
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<td>Self-Knowledge</td>
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<td>Self Justification and the Need to Maintain Self-Esteem</td>
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<td>Attitudes and Attitude Change</td>
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<td>Conformity</td>
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Appendix A: You may use and/or modify any of the following policies. You may also write your own policies. After including any or all of the following in your syllabus, you need to delete this appendix from the file. It is included here only for instructor reference.

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
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11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

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- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- "Class days" are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences *(insufficient participation)*, **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

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- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
SOCI 1301 – Introduction to Sociology
Department of Behavioral Sciences

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

(Note that everything in RED in this template should be deleted and replaced with each instructor’s information/course requirements. Do not publish this syllabus to students without editing it first. Information in black text may not be changed without department chair approval.)

1) **Catalog Description of the Course:** An introductory study of factors and principles influencing social life of man. Includes social organization, culture, socialization, group life, social institutions, population, human ecology, and social changes.

2) **Introduction and Rationale for the Course:** Sociology is the study of human beings as they relate to each other. Using systematic and objective methods, sociology seeks fundamental knowledge of the nature of human behavior and interaction within the groupings that people form in living together. Such institutions as the family, churches, schools, work groups, political parties and many others reflect the basic values and attitudes of society.

This course is designed to assist students in developing a framework for understanding and organizing observations about how people meet their needs through social structures or institutions. It also offers a perspective for understanding the forces which affect changes in society.

As you develop your perspective of society and its structure, you will discover scientific principles that will help you make better personal choices for career, companionship and marriage, lifestyle and interpersonal relationships. You will gain skills for contributing to the development of society, either directly through your work or indirectly throughout the organizations that you support. You will experience a greater sense of control over your structures for fulfilling personal and societal needs. Mastering the concepts of this course will also help you make maximum use of the resources available to you for shaping your own education and career.

3) **Instructional Materials**
   - **Required Materials:** Text: *Sociology*, by John J. Macionis, Prentice Hall, 14th edition. *(Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)*

4) **Student Learning Outcomes:**
   - Demonstrate understanding of basic theoretical perspectives of sociology.
5) Core Objectives

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

6) **Method of Instruction:** Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

7) **Method of Evaluation:** (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

8) **Grading Criteria:** Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

9) **Attendance:** Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**
• **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

• **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

• **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in
the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic dishonesty:** specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams:** specifically written by each instructor.

10) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

12) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students:**

   - **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before
said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline:** (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that this course requires that the following chapters/topics be covered. Additional chapters/content may be included at the discretion of the instructor. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.

**Required Chapters:** The following list of chapters in the current textbook must be covered in all courses. (Other material should be covered in addition to these chapters; this listing represents the minimum course requirement.)

The Sociological Perspective

Sociological Investigation

Culture

Socialization

Deviance

Social Stratification

Social Class in the U. S.
| Race & Ethnicity |
Appendix A: You may use and/or modify any of the following policies. You may also write your own policies. After including any or all of the following in your syllabus, you need to delete this appendix from the file. It is included here only for instructor reference.

**Example of Online Attendance Policy:**

**Attendance and Preparation:** Online course attendance will be assessed by participation in assigned activities.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. **Absence is defined as not completing an assigned activity within the time allotted.** If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - **Example #1:** Miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - **Example #2:** Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.
- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and **may result in the student being dropped from the course. Absence is defined as not being present when the roll is called.** If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
SOCI 2301 – Marriage and Family
Department of Behavioral Sciences

Instructor Name
Office Location/Phone Number
Office Hours (If Available)
E-Mail Address
Semester Designation

(Note that everything in RED in this template should be deleted and replaced with each instructor’s information/course requirements. Do not publish this syllabus to students without editing it first. Information in black text may not be changed without department chair approval.)

1) **Catalog Description of the Course:** A sociological examination of marriage and family life. Topics include developing intimate relationships, problems and issues confronting the institution of marriage, divorce and remarriage, sound money management, parenting, and changes in family life.

2) **Introduction and Rationale for the Course:** Sociology of marriage and family is the study of major issues, concerns and themes in marriage, family, and intimate relationships. This course is designed to assist students in developing a framework for understanding and organizing observations about how people make choices regarding marriage and family in the context of personal choice, social forces, social structure, and everyday life realities. In addition, students will study the nature of human behavior and interaction within the family and the process of how families are formed. Students who are successful in this course will gain a greater sense of control over the formation of companionship, interpersonal relationships, and ultimately be better equipped to achieve and maintain a successful and happy marriage relationship.

3) **Instructional Materials**
   - **Required Materials:** Text: *Marriages and Families: Making Choices in a Diverse Society* (ISBN: 9780495390923) by Mary Ann Lamanna and Agnes Reidmann, 11th edition published by Wadsworth. (Academic Departments produce a list of required materials for each course including the textbook. Minor variations involving consumable materials such as scannable test forms, blue books, etc. are left to the discretion of each instructor. Exceptions/additions to the required book list and or materials require department chair approval.)

4) **Student Learning Outcomes:**
   - Demonstrate understanding of the family and marriage as social institutions through theoretical perspectives.
   - Examine the diversity and complexity of contemporary families.
   - Explore changing cultural attitudes about marriage and alternatives to marriage.
• Critically evaluate such issues as sexuality, partner choice, resolving marital issues, having and raising children, and combining work and family.
• Describe some of the historical changes and current trends regarding the structural nature of the American family including the role of gender in relationships.
• Identify causes and consequences of relevant problems within contemporary families.

4.5) Core Objectives:

• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

5) Method of Instruction: Specify specific method of instruction to be used in this section of the course. (Examples: lecture, group activities, etc.) Note specifically that this section should be tailored to the requirements of online courses if applicable.

6) Method of Evaluation: (Specify the number and type of assignments, etc. Specify how grades will be determined. (e.g., Is grading objective? Subjective? Will grading rubrics for writing projects be provided?!) This section of the syllabus must be included but contains considerable flexibility for individual instructors and for different methods of course delivery.

7) Grading Criteria: Each instructor’s syllabus should specify what is required for each letter grade assignment in this section of the course.

8) Attendance: Instructors should reference the college attendance policy but also write the specific attendance policy for this section of the course. (Online courses must have an attendance/participation policy that specifies the requirements for online participation and the conditions under which a student may be dropped for inadequate participation. For example, if students are to be dropped for failing to login to Blackboard by the 12th class day, it must be specifically stated in this section. Instructors have considerable flexibility in determining the content of this section but it must be included. (See Examples in Appendix A.) Under this section, the following special note on financial aid must be included in all syllabi.)

Special notes:

• If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

9) Classroom Policies
• **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

• **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

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• **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in
the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

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- **Academic dishonesty**: specific policy to be written by each instructor. Specify the results of academic dishonesty in your classroom. For example, consequences may vary from a zero on a specific assignment to an F in the entire course. See Appendix A for examples.

- **Late work/makeup exams**: specifically written by each instructor.

10) **Additional Course Requirements**

   Include this section only if needed in this specific course. The content of this section must be specifically written by each instructor.

11) **EEOC Statement**: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

12) **Services for Students**:

   - **Students with Disabilities**: Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before
said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

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- **Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.**

13) **Subject to Change**: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)

14) **Course Outline**: (a chronological schedule indicating topics to be covered, homework assignments and/or due dates, test dates, or dates of other specific learning activities should be included. These should be listed by chapter/unit. Note that this course requires that the following chapters/topics be covered. Additional chapters/content may be included at the discretion of the instructor. All instructors should ensure that the course outline includes all content required by the academic department and any additional requirements of this specific section of the course.

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**Required Chapters**: The following list of chapters in the current textbook must be covered in all courses. (Other material should be covered in addition to these chapters; this listing represents the minimum course requirement.)

<table>
<thead>
<tr>
<th>Chapter Title</th>
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<tbody>
<tr>
<td>Exploring the Family.</td>
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<td>American Families in Social Context.</td>
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<tr>
<td>Our Gendered Identities.</td>
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<tr>
<td>Choosing a Marriage Partner, and the First Years of Marriage</td>
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<tr>
<td>Communication and Conflict</td>
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<td>Family Stress, Crises and Resilience.</td>
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<td>Our Sexual Selves.</td>
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<td>To Parent or Not to Parent.</td>
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<tr>
<td>Raising Children in a Diverse and Multicultural Society.</td>
</tr>
<tr>
<td>Power and Violence in Marriages and Families</td>
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Appendix A: You may use and/or modify any of the following policies. You may also write your own policies. After including any or all of the following in your syllabus, you need to delete this appendix from the file. It is included here only for instructor reference.

Example of Online Attendance Policy:

Attendance and Preparation: Online course attendance will be assessed by participation in assigned activities.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

11) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Excessive absences are defined as the equivalent of two weeks in a 16-week semester (or 1/8th of any shorter term) and may result in being dropped from the course. Absence is defined as not completing an assigned activity within the time allotted. If you miss a graded assignment OR a discussion assignment online, you will be counted absent for the entire time allotted for the assignment.

- For example, all course activities except discussion topics are posted in the assignments link. Discussion topics are found in the discussion board link. If you do not complete these assignments on time, you will be counted “absent” for the period of time covered by the assignment. When these absences add up to more than two weeks in a 16 week term or 1/8th of any shorter term, you may be dropped from the course.
  - Example #1: miss a major exam that the class was allowed 1 week to complete; allow another 8 days to elapse without contacting the instructor concerning making up the exam and you have, at that point, missed enough to be dropped from the course for non-participation.
  - Example #2: Wait six weeks into the course to check the discussion board and find that you have missed several three days assignments that add up to more than 1/8th of the term and you could be dropped for non-participation.

- No discussion assignment will be posted for a period of less than three “class” days; login and check the discussion board at least every three days and you will not miss a topic. All other assignments are scheduled from the first day of class for specific dates. See the assignments link for details.

- “Class days” are defined as Monday-Friday. Students may participate in the course any day of the week. However, Saturdays and Sundays are not considered in the three-day assignment periods specified above. Thus, work on the weekend if you wish to but you are not required to complete any course assignments on the weekends.
Although the instructor **MAY withdraw** you from the class for excessive absences (**insufficient participation**), **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
- All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Lecture Course Attendance Policy:**

**Attendance and Preparation:** Attendance and preparation for class are important. Each student is expected to be present, on time, and prepared for all class meetings unless other arrangements have been made in advance. Excessive absences are defined as the equivalent of two weeks in a 16-week semester and **may result in the student being dropped from the course. Absence is defined as not being present when the roll is called. If you must be late to class due to extraordinary circumstances, please quietly enter the room and take your seat. However, if roll call has already been conducted, you will remain on the roll of absentees for the day despite your late arrival. Students who arrive late to exams will only be allowed to take the exam in extraordinary circumstances.**

**Special notes:**

12) If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. **Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.**

13) According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

Although the instructor **MAY withdraw** you from the class for excessive absences, **the RESPONSIBILITY for doing so belongs to you!** If you are unable to complete the course, you must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

- Failure to withdraw may result in the your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.
- Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.
- If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.
• All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Example of Academic Dishonesty:**

Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consult the student handbook for more details.

**Examples of Other Classroom Policies:**

• Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
• Students are required to complete all assigned reading on time.
• Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
• All students must participate in class discussion and group activities.
• Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
• Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
• Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.
Fundamentals of Speech Communication-SPCH1311
Department of Speech & Drama

Ernest J. Patterson
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Office Hours: 8:00 a.m. - 9:30 a.m.
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Fall 2013

1) Catalog description for the Course: Spch 1311: 3 lecture/3 credits
2) Introduction and Rationale for the Course: This course functions as an introduction to theory and practice of speech communication in interpersonal, small group, and public communication situations. Emphasis is placed on increasing self-awareness, improvement of interpersonal communication skills, and preparation and delivery of effective public presentations.
3) Instructional Materials:

4) Required Materials
   B. Additional materials may include:
      1. Note cards and/or copies of reports and outlines
      2. Calendar
      3. Flash Drive
      4. Poster board, folders, etc. for presentations.
      5. Navarro College Student ID

5) Student Learning Outcomes:
   1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
   2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
   3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
   4. Develop, research, organize, and deliver formal public speeches
   5. Recognize how to communicate within diverse environments
6) Texas Core Objectives
   - **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
   - **Communication Skills** to include effective written, oral, and visual communication.
   - **Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
   - **Personal Responsibility** to include the ability to connect choices, actions and consequences to ethical decision-making.

7) **Method of Instruction:** Students will be involved in a variety of reading, writing and speaking assignments and communication activities including informative & persuasive speech presentations, small group presentations, process group activity, reflective feedback, communication skill builders, developing college level outlines & understanding the need and progressive nature of human communication.

8) **Method of Evaluation:**

   A. In order to be successful in this course, the student must possess college level skills in reading and writing. If the student is in doubt about his/her skill level, see the instructor or counselor. Developmental courses are available to strengthen skills in these areas.

   B. Student evaluation and assessment is based on learning outcomes. Measurement devices used to determine learning outcomes may include:
   1. Oral reports and presentations.
   2. Written quizzes.
   3. Written tests to include a final exam.
   4. Written class work and homework.
   5. Written projects, prepared by the individual student and/or the group to which he/she is assigned.

   C. The student will deliver a **minimum of two presentations**, with the following mandatory requirements:
   1. Informative speech
   2. Persuasive speech

9) **Grading Criteria:** Students will be required to complete a variety of assignments that are both objective, i.e., quizzes, tests and subjective, i.e., speeches & presentations. Instructors will provide class specific rubrics for the purposes of grading speeches. Several in class activities require that the student be present in order to receive credit for the assignment. See class outline for specific class assignments and scoring matrix.

10) **Attendance:** Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

    The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by TASP policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course.
According to current Texas law, dropping a course may have serious consequences. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar. Although the instructor **MAY withdraw** you from the class for excessive absences (insufficient participation), **the RESPONSIBILITY for doing so belongs to you**! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

**Instructor's Attendance Policy:** Attendance will be taken at each class session. You must be present **ALL days that speeches are presented** in order to receive credit for your speech. Homework will be collected and quizzes will be given during the first five to ten minutes of classes. No make-ups for these quizzes will be allowed; no late homework will be accepted.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

11) **Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

  The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

  The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the
event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

  Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.
Academic dishonesty: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited. If dishonesty is evident, a grade of “0” will be assigned to that assignment or test.

- **Late work/makeup exams:**

  Speeches: During the class, you will have several formal speaking opportunities. The objectives for each speech will be specified separately. Each speech will be scheduled, and you will be expected to present your speech at the scheduled time. “Being prepared” also includes being ready to turn in the required written materials immediately prior to presenting your speech. All speeches must be satisfactorily completed in order to receive credit in this course. No make-ups are allowed.

  Classroom Activities: During the semester you will be called upon to participate in certain group experiences and classroom exercises. For example, you will be asked to function as an audience member for other speakers, to present impromptu speeches, to complete tasks in small groups, etc. Various homework assignments will be given, and you will take quizzes in class. You will receive class points for these activities. As mentioned under the attendance policy, homework will be collected during the first 5-10 minutes of class, and quizzes will generally be given during these first 5-10 minutes. On days that you are absent, you will lose points for classroom activities that you might miss. **No make-up quizzes will be allowed; no late homework will be accepted.**

  Quizzes/Tests: Students must be present on the day of the test in order to receive credit. Written Assignments: all written assignments must be turned in on the due date in order to receive full credit.

  Text Preparation: Readings are expected to be done at the beginning of the week that they are assigned. Our discussions will assume that you have read the text, although questions to clarify text readings are always encouraged.

11) **Additional Course Requirements**

- Students are required to read the syllabus and course outline and be familiar with the policies contained therein.
- Students are required to complete all assigned reading on time.
- Students are required to take all exams as scheduled. If a student misses a scheduled exam and the absence is deemed excused by the instructor, s/he may request a make-up test. All makeup assignments must be completed within one week of the original due date. If the student must miss an exam due to illness or family emergency, the student must contact the instructor IMMEDIATELY to let the instructor know of the impending absence. Makeup exams are given by appointment only and must be taken outside of the regularly scheduled class time.
- All students must participate in class discussion and group activities.
- Students are required to attend all class meetings, arrive on time and actively participate in class discussions and activities.
- Students are required to pass all exams and complete all writing assignments with a final average grade of 60% or better in order to pass the course.
- Cell phones must be turned off while in the classroom. Other electronic equipment such as recording devices may be used by students for the purposes of individual academic use as long as they do not interfere with instruction.

13) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veterans status.

13) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the [Americans with Disabilities Act](https://www.eeoc.gov). Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact the Navarro College Counseling Center (903-875-7397) for more details.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
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Public Speaking-SPCH1315
Department of Speech & Drama

Ernest J. Patterson
Office: 215 (Midlothian Campus)/(972) 775-7228
Office Hours: 10:00 – 10:30 a.m.
ernie.patterson@navarrocollege.edu
Spring 2014

1) Catalog description for the Course: Spch 1315: 3 lecture/3 credits

2) Introduction and Rationale for the Course: This course functions as an introduction to course in research, composition, delivery and analysis of informative and persuasive speeches for various purposes and occasions. Emphasis is placed on developing the students' abilities in presentation of ideas.

3) Instructional Materials:

4) Required Materials

   B. Additional materials may include:
   1. Note cards
   2. Printer paper
   3. Calendar
   4. Flash Drive
   5. Poster board, folders, etc. for presentations.
   6. Navarro College Student ID

5) Student Learning Outcomes:

   1. Demonstrate an understanding of the foundational models of communication.
   2. Apply elements of audience analysis.
   3. Demonstrate ethical speaking and listening skills by analyzing presentations for Evidence and logic
   4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
   5. Demonstrate effective usage of technology when researching and/or presenting speeches.
   6. Identify how culture, ethnicity and gender influence communication.
   7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

* assignments and point values are subject to change at instructor's discretion
6) Texas Core Objectives

- **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** to include effective written, oral, and visual communication.
- **Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility** to include the ability to connect choices, actions and consequences to ethical decision-making.

7) **Method of Instruction**: Students will be involved in a variety of reading, writing and speaking assignments and communication activities including informative & persuasive speech presentations, small group presentations, process group activity, reflective feedback, communication skill builders, developing college level outlines & understanding the need and progressive nature of human communication.

8) **Method of Evaluation**:

A. In order to be successful in this course, the student must possess college level skills in reading and writing. If the student is in doubt about his/her skill level, see the instructor or counselor. Developmental courses are available to strengthen these skills in these areas.

B. Student evaluation and assessment is based on learning outcomes. Measurement devices used to determine learning outcomes may include:
   1. Oral reports and presentations.
   2. Written quizzes.
   3. Written tests to include a final exam.
   4. Written class work and homework.
   5. Written projects, prepared by the individual student and/or the group to which he/she is assigned.

C. The student will deliver a minimum of four presentations, with the following mandatory requirements:
   1. Informative speech
   2. Persuasive speech

9) **Grading Criteria**: Students will be required to complete a variety of assignments that are both objective, i.e., quizzes, tests and subjective, i.e., speeches & presentations. Instructors will provide class specific rubrics for the purposes of grading speeches. Several in class activities require that the student be present in order to receive credit for the assignment. See class outline for specific class assignments and scoring matrix.

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13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.
14) Course Outline:

Lesson 1: The Communication Process
Transactional Model ................................................................. Perception Q
Connotation & Denotation
Five Types of Communication
Read Chapter 1

Lesson 2: Perception
Organization & Interpretation
Self-fulfilling Prophecy & other theories................................. Introduction Speech*
Perception & Culture
Demographics, Audience Analysis
Social Judgment Theory
Speech Purposes
Read Chapter 6

Lesson 3: Informative Speaking
Outline Patterns
The Five Point Outline
Introductions, Conclusions & Transitions............................... Speech Intro Exercise*
Topic Selection
The Rule of Division............................................................... Demonstration Speech*
Purpose Statements............................................................ Demonstration Outline
Read Chapters 3, 7, 10, 11, 12, 13

Lesson 4: Listening
Stages of Listening
Listening Styles
Critical Listening........................................................................ Feedback*
Read Chapter 5

Lesson 5: Organizing Effective Supporting Material
Searching for Credible Material............................................... Finding Support*
Citation & Narration.............................................................. Statistic Worksheet
Hard and Soft Evidence Utilizing ..................................................... Preliminary Outline*
Statistics.......................................................................................Explode/Compact Exercise*
Read Chapters 8, 9

Lesson 6: Creating Effective Visual Aids
Effective Design, Different Mediums..................................................Informative Speech*
Integrating Visuals into Your Speech..................................................Informative Outline
How to make Research Visual
Read Chapter 16
Lesson 7: Persuasive Speaking
Social Judgment Theory, Cognitive Dissonance
Maslow's Hierarchy of Needs.................................................................Maslow Ad
The Motivated Sequence......................................................................Motivated Sequence Exercise*
Persuasive Topics...............................................................................Persuasive Speech*
..................................................................................................Persuasive Outline
Read Chapters 18, 19

Lesson 8: Small Group Communication
Problem Solving Models........................................................................Action Plan
Group Formation
Leadership, Meeting Management.........................................................Group Mtgs*
Creating Effective Slides.....................................................................Team Presentation*
Read Appendix A

Grading:

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*assignments and point values are subject to change at instructor's discretion*
Business & Professional-SPCH1321
Department of Speech

Ernest J. Patterson

Office: 215 (Midlothian Campus)/ (972) 775-7228
Office Hours (If Available)
ernie.patterson@navarrocollege.edu
Spring 2014

1) Catalog description for the Course: Spch 1321: 3 lecture/3 credits
2) Introduction and Rationale for the Course: Theories and practice of speech communication as applied to business and professional situations. Emphasis is on inter-personal principles, leadership strategies, and other communication skills necessary for such types of communication as interviewing, team building, and speech presentation.

3) Instructional Materials:
A. Business and Professional Communication in the Global Workplace, by H.L. Goodall, Jr., Sandra Goodall, Jill Schiefelbein, 3rd Edition ©2010, Goodall, Jr./Goodall
ISBN-10: 0-534-63229-7

Required Materials
B. Additional materials may include:
1. Note cards
2. Xerox copies of reports and outlines
3. Calendar
4. Video tapes
5. Poster board, folders, etc. for presentations.
6. Navarro College Student ID

4) Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Exhibit understanding of interpersonal theories and principles.
2. Demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.
3. Identify perceptual processes as they relate to self and others.
4. Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and/or written assignments.
5. Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender and age influences on human communication.
6. Demonstrate ability to identify, evaluate, and apply conflict styles and conflict management techniques in dyads and/or groups.
7. Identify types of and barriers to effective listening.
5) Texas Core Objectives
   • **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
   • **Communication Skills** to include effective written, oral, and visual communication.
   • **Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
   • **Personal Responsibility** to include the ability to connect choices, actions and consequences to ethical decision-making.

6) **Method of Instruction:** Students will be involved in a variety of reading, writing and speaking assignments and communication activities including informative & persuasive speech presentations, small group presentations, process group activity, reflective feedback, communication skill builders, developing college level outlines & understanding the need and progressive nature of human communication.

7) **Method of Evaluation:**
   
   A. In order to be successful in this course, the student must possess college level skills in reading and writing. If the student is in doubt about his/her skill level, see the instructor or counselor. Developmental courses are available to strengthen skills in these areas.
   
   B. Student evaluation and assessment is based on learning outcomes. Measurement devices used to determine learning outcomes may include:
      1. Oral reports and presentations.
      2. Written quizzes.
      3. Written tests to include a final exam.
      4. Written class work and homework.
      5. Written projects, prepared by the individual student and/or the group to which he/she is assigned.
   
   C. The student will deliver a **minimum of three presentations**, with the following mandatory requirements:
      1. Informative speech
      2. Persuasive speech

8) **Grading Criteria:** Students will be required to complete a variety of assignments that are both objective, i.e., quizzes, tests and subjective, i.e., speeches & presentations. Instructors will provide class specific rubrics for the purposes of grading speeches. Several in class activities require that the student be present in order to receive credit for the assignment. *See class outline for specific class assignments and scoring matrix.*

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14) Course Schedule
Go to Blackboard and review Lessons and Assignments