Class Hours: ____________________________ Credit Hours: ____________________________
Laboratory Hours: ____________________________ Revised: ____________________________

Catalog Course Description

Match current college catalog

Prerequisites

Match current college catalog

Corequisites

Match current college catalog

Textbook(s) and Other Course Materials

Week/Unit/Topic Basis

Week       Topic

1. A systematic and orderly list of activities and/or events that will comprise the total allotted time for the course. The activities, whether based on units or topics, should correspond to the number of weeks of instruction. The 15th week is the final exam period.

2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15. Final Exam Period

Course Goals

NOTE: Roman numerals after course objectives reference goals of the ______________ program.
Course goals should be broad in scope. Statements of course goals should support, and be directly related to the TBR general education goals (for university parallel courses or the Pellissippi State Career Program goals. Examples of leading phrases include “the course will expand student understanding;” “the course will extend student knowledge;” “the course will guide students toward;” “the course will enhance the student’s knowledge;” “the course will enhance effective use.”

The course will

A. Enhance effective use of professionally accepted methods and materials in completion of applications. III, V
B. Guide students to understand major themes and concerns of American literature as they relate to American history through the Civil War. I.1; II.1, 2, 5; IV.1
C. Expand student understanding of basic inspection, measuring, and gauging concepts. I, II
D. 

Expected Student Learning Outcomes

NOTE: Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

Each expected student learning outcome should be referenced to the course goals listed above. Expected Student Learning Outcomes are measurable results of the learning process. Create Expected Student Learning Outcomes using measurable verbs that identify explicitly what the student must do in order to demonstrate learning. See the list of action verbs associated with cognitive processes in Bloom’s Revised Taxonomy (adapted from A Faculty and Staff Guide to Creating Learning Outcomes, 2101, U. of South Carolina.) Expected Student Learning Outcomes should be achieved when course goals are met. As such, there should be multiple Expected Student Learning Outcomes to support each course goal. The relationship between the Expected Student Learning Outcomes and the course goals should be identified by referencing each statement of expectation to the relevant course goal.

<table>
<thead>
<tr>
<th>Example of course goal</th>
<th>Action Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhance the student’s knowledge of …</td>
<td>Define, duplicate, list, memorize, name, recall, repeat, reproduce, state, tell</td>
</tr>
<tr>
<td>Expand the student’s understanding of …</td>
<td>Classify, describe, discuss, explain, identify, locate, recognize, report, restate, select, translate, paraphrase</td>
</tr>
<tr>
<td>Increase the capacity to view information in a new way.</td>
<td>Apply, choose, complete, dramatize, demonstrate, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write</td>
</tr>
</tbody>
</table>
The student will

1. Transfer data files to/from one storage device to another and use the printing facilities available on the system. A
2. Identify and understand major themes and concerns of literature in America from the founding of the nation through the Civil War (e.g. myths, tales, legends, literature of national consciousness, abolitionist literature, narratives, and poetry). B, C
3.
4.

**Evaluation**

Testing Procedures

_______ % of grade

*The specific evaluation process through which levels of achievement are determined. Evaluation methods should be reflective of the stated Expected Student Learning Outcomes of the course.*

*Testing procedures should include the number and type of test (discussion/objective, cumulative/non-cumulative, etc.)*

Laboratory Expectations

_______ % of grade

*Experiments, reports, etc. Laboratory experiments should be tied directly to specific academic activities to reflect theoretical concepts of the course.*

Field Work

_______ % of grade

*Library papers, surveys, interviews, practicum, attendance at suggested/required events, etc.*
Other Evaluation Methods

_______% of grade

*Off-campus evaluation processes, standardized testing, computer applications, etc.*

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
</tr>
<tr>
<td>80 - 86</td>
<td>B</td>
</tr>
<tr>
<td>77 - 79</td>
<td>C+</td>
</tr>
<tr>
<td>70 - 76</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59</td>
<td>F</td>
</tr>
</tbody>
</table>

Policies

Policies (e.g., attendance, academic and classroom misconduct) should be consistent with policies stated in the current college catalog. “As per CDC, Master Syllabi will not have a statement regarding extended closure or Financial Aid. These may be listed on the course syllabus.”

Attendance Policy

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via Disability Services email or by visiting Alexander 130.

Other Policies

Add course-specific policies here.