SOUTHWESTERN ILLINOIS COLLEGE

**COURSE SYLLABUS**

**Course name, Course number & Section**

**Semester, year**

**[Contact your Department Chairs/Coordinator if you do not have the approved, required elements of this course syllabus. Before printing and distributing this syllabus template to students, delete all the directions in RED.]**

### GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Instructor**: | [Instructor’s Name] | |
| **Class time**: | [Class time] | |
| **Semester hours:** | **[Lecture Hours:** [# of hours] | **Lab Hours:** [# of hours] |
| **Class Location** | **Campus:** [Campus] | **Room:** [Room #] |
| **Phone:** | [Phone #] | |
| **Toll Free in Illinois:** | 1-866-942-SWIC (7942) | |
| **Office Hours**: | [Office Hours | |
| **Office Location:** | [Office Location] | |
| **E-mail:** | [E-mail address] | |
| **Website:** | [www.swic.edu](http://www.swic.edu) | |

### COURSE DESCRIPTION

**[Course description must match Catalog description. Include IAI code if appropriate.]**

### PREREQUISITES

**[Prerequisites must match prerequisites in Catalog.]**

### COURSE OBJECTIVES

**[Course objectives must match those listed in Official Department Course Syllabus. Any core competencies taught in this course should be identifiable in the course objectives.]**

### COLLEGE-WIDE CORE COMPETENCIES

Students who complete a degree from SWIC will gain competency in skills related to communication, reasoning, and citizenship. In this class, students will develop skills or be exposed to the following competencies:

**[Department Chairs & Coordinators please mark core competencies consistent with the course objectives and core competency maps. Faculty may not delete a marked competency(ies), but may mark an additional box if graded assignments are assigned to provide students additional experience in your class section.]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Citizenship Skills** | | **Communication Skills** | | **Reasoning Skills** | |
| Civic & Social Accountability | ☐ | Computer Literacy | ☐ | Critical Thinking | ☐ |
| Personal Accountability | ☐ | Oral Communication | ☐ | Quantitative Literacy | ☐ |
|  | | Writing | ☐ |  | |

### TEXTBOOK(S)/COURSE MATERIALS

### GRADING PROCEDURE

**[Include a detailed list of expectations such as: grading scale, information about tests, quizzes, and assignments that will be used to calculate the final grade.]**

### ATTENDANCE POLICY

**[An attendance policy must be included in the course syllabus. Instructors may deviate from the official college policy (written below) by providing their own written policy.]**

College Attendance Policy: You are expected to be present for all assigned classes, lectures or laboratory sessions. If you are absent, you must show your instructor that your absence has been for a good cause. If you are absent more times during the semester than the number of times the class meets per week, you may be dropped from the course at the discretion of the instructor. When a student is dropped by an instructor with an effective date before the midterm date of the class a “W” will be recorded. When a student is dropped for non-attendance by an instructor with an effective date after the midterm date, the instructor will have the prerogative to assign a grade of “WF” or “W”.

### STUDENT PARTICIPATION IN ONLINE AND REMOTE LEARNING

**[Instructors may deviate from the policy (written below) by providing their own written policy.]**

For online/remote learning, a student must demonstrate ongoing participation in the Learning Management System (Blackboard). Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. A student who is not active in the course and does not communicate with the instructor over a period of 7 consecutive days may be withdrawn from the course due to lack of participation.

### EMERGENCY CLOSURE STATEMENT

In case of emergency closure, students must log into Blackboard, [*https://blackboard.swic.edu/*](https://blackboard.swic.edu/) for specific assignments/instructions. At the Blackboard log in, enter your User Name and SWIC password - choose your course(s) from the My Course menu. Your instructor will notify you where in the course shell specific assignments/instructions are located.

Posting of assignments/instructions during college closure are provided to prevent disruption in the planned course schedule. Some labs may have students complete assignments on alternate dates/times when the college is open. Your instructor must notify you of the practices within that program/discipline.

### DISABILITY & ACCESS CENTER

Students with disabilities who believe that they may need accommodations are encouraged to contact the Disability & Access Center at 618-222-5368 or 618-234-3347 (TDD) to ensure that such accommodations are implemented in a timely fashion.

**STUDENT LEARNING OUTCOMES**

The assessment of student learning is an integral part of the educational experience at Southwestern Illinois College. To this end, the faculty continually assess student learning to improve student success. Occasionally you will be requested to participate in college-wide and/or discipline specific assessment activities. Please take these assessments seriously. The data that is collected will provide valuable information to faculty and will be used to improve student learning at SWIC.

**ETHICAL CONDUCT – Academic Dishonesty**

**Academic Dishonesty-College Policy - Academic** misconduct includes, but is not limited to cheating, plagiarism and forgery, failure or refusal to follow clinical practice standards, and soliciting, aiding, abetting, concealing, or attempting such acts. Plagiarism is defined as the act of representing the work of another as one’s own. Plagiarism may consist of copying, paraphrasing, or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one’s own. Refer to the Student Handbook or College Catalog for more details.

**COURSE SCHEDULE**

**[Using the Topical Outline from the Official Department Course Syllabus provide students with the topics covered each meeting period/week and assignments.]**

### ACADEMIC RIGOR STATEMENT

### You are enrolled in an academically rigorous college course. Your success in this course will require a significant investment of time outside of the class. According to the Administrative Rules of the Illinois Community College Board (section 1501.309), it is assumed that the student will invest two hours of outside study time for each hour of classroom lecture time and one hour of outside study time for each two hour laboratory session.

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### [For courses with an IAI Code, the following statement may be added to the statement above.]

### This course is approved under the Illinois Articulation Initiative (IAI). The IAI is based upon the assumption that community colleges and universities are equal partners in delivering lower-division baccalaureate courses. This course is considered equal in scope, quality, and rigor to comparable courses offered at other colleges and universities in Illinois.

**[The following are FREQUENTLY used but not required statements for a syllabus and may be included at the discretion of the faculty member.]**

**Academic Support Services -** Students needing assistance with tutoring, library research, study space, computers and internet access may go to the Library or Success Center.  Academic support is available district-wide with day, evening, and Saturday service.  For more details on each service, go to [swic.edu](http://www.swic.edu/).

**Phones in Classroom** – All cell phones and electronic devices should be turned off or silenced prior to entering the classroom. Any permission for usage should be obtained prior to the start of class and is at the discretion of the instructor.

**New Student Orientation** – All new students are encouraged to participate in the online New Student Orientation, where students learn about the many programs and services available to help them succeed in college. New Student Orientation can be found at estorm.swic.edu.

# **Policy for Inclement Weather Conditions – D**uring times of inclement weather, Southwestern Illinois College has three options for dealing with the situation: cancel classes and cease all business, exercise the delayed-start option, or keep the college open. If the college chooses to use the delayed-start option rather than close, **the college will open at 10 a.m.** The decision to cancel classes or exercise the delayed-start option will be posted on the home page of Southwestern’s Web site at [swic.edu](http://www.swic.edu/) as well as broadcast on FOX 2 (KTVI), KMOV-TV Channel 4, KSDK-TV Channel 5, and radio stations KMOX-AM 1120 and WIL-FM 92.3.

**SWIC Alert** - This free emergency alert system sends text messages and/or emails to students and employees. Text messaging is an opt-in notification system where a text message can be received on your mobile phone. SWIC does not charge for this service; however, the only cost is what the cell phone carrier charges to receive text messages. You may choose to receive text messages or emails for a specific campus or all campuses. Once enrolled, your account is active for one year. You will receive notice 30-days before your enrollment will expire.

How to Register

1. Log in to eSTORM at estorm.swic.edu
2. Click Main Menu in the upper left
3. Scroll over SWIC Alert and choose SWIC Alert Signup

**Emergency Procedures -**  General information about the emergency response and evacuation procedures for Southwestern are publicized each year as part of the institution’s Clery Act compliance efforts and that information is available on the Southwestern Public Safety website. Emergency Response Guides and Plans are available on the Public Safety website at SWIC.edu**.**

**Official Communication**- Your student e-mail account is the official method to communicate between you and your instructor. Official communication will not be sent to your personal e-mail (yahoo, wildblue, gmail etc.).

Revised: 04-08-2020