**General Class and Course Information**

|  |  |
| --- | --- |
| **Course Number:**       | **Course Title:**       |
| **Term/Dates:**       | **Reference Number:**       | **Credit Hours:**       | **Clock Hours:**       |
| **Course Description:** Copy and paste in the Course Description found in the online course outline available at http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx |
| **Distance Learning Class Information**This course is taken completely on the Internet without attending a classroom on campus. Some courses may require students to take examination(s) in a proctored lab setting. Before you decide to take the course via online delivery, it is recommended that you:**Visit –** [**http://www.palmbeachstate.edu/elearning/online**](http://www.palmbeachstate.edu/elearning/online)to obtain **Detailed Facts & Information** about**Blackboard Access*** Access to your Online Course is **AVAILABLE** each term on the **FIRST DAY OF CLASSES**
* Access to your Online Course will **NOT BE AVAILABLE** unless the course tuition is **FULLY PAID**

**Blackboard Orientations*** How to Register for the Free Online Orientation Course:  ELO1000
* Where/When to Attend On-Campus Orientation

**Blackboard Tips & Tutorials*** How to Ensure your Computer is Compatible
* Ensure you Understand Examination and Assignment Rules
* Learn the Functions of Blackboard

**Then Proceed To –** [**https://palmbeachstate.blackboard.com**](https://palmbeachstate.blackboard.com)to **Login to your Course** (not available before the first day of class) using the same **USERNAME and PASSWORD** you used to register for classes.**For Additional Information and Notices Visit –** [**http://www.palmbeachstate.edu/elearning**](%20http%3A/www.palmbeachstate.edu/elearning) |

**Gordon Rule Class**

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| This class has been designated as a Gordon Rule class for writing. This means that the course has significant writing requirements. Please see the web page at:<http://www.palmbeachstate.edu/learningoutcomes/Documents/Gordon_Rule_Statement_Student.pdf> (this section must be deleted if the course is not a Gordon Rule writing class). |

**Professor’s Information**

|  |  |
| --- | --- |
| **Name:**       | **Office Location:**       |
| **Telephone:**       | **Email:**      @palmbeachstate.edu |
| **Faculty Web Page:** Find your homepage by using the PeopleFinder, then copy & paste the web address here. | **Office Hours:**       |

**Information on REQUIRED Textbooks:**

| **Title** | **Edition** | **Author** | **Publisher** | **ISBN** |
| --- | --- | --- | --- | --- |
|        |        |       |       |       |

**Supplementary Books/Materials**

| **Title** | **Edition** | **Author** | **Publisher** | **ISBN** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |

**Other Information on Textbooks and Materials needed for class:**

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|       |

**Course Learning Outcomes: As a result of taking this course, the student will be able to:**

Copy and paste in the Course Learning Outcomes section found in the online course outline available at http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx

**Full Course Outline - Click on the following link:** [Course Outlines](http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx) and enter the course number (no space between the prefix and the number).

**Class Information**

Here you may add any information you wish in any format.

**Academic Dishonesty Policy and Penalty for Violation:**

Click here and type your academic dishonesty policy (cheating, plagiarism, etc.), the penalty and use of SafeAssign plagarism detection.

**Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:**

Click here and add information on your assignments, tests, etc. in any format you wish.

**Grading:**

| **Letter Grade** | **Points** | **Percentage (if applicable)** |
| --- | --- | --- |
| A |       |       |
| B |       |       |
| C |       |       |
| D |       |       |
| F |       |       |
| P |       |       |
| N |       |       |
| S |       |       |
| U |       |       |

**Class Policies**

**Attendance: Professors are required to take attendance.**

Click here and add your specific attendance policies.

**Electronic Device Use and Email Policy:**

Click here and add your cell phone/laptop/email policy

**Late Assignment Policy:**

Click here and describe your policy.

**Make-up Exam Policy:**

Click here and describe your policy.

**Withdrawal Policy:**

Click here and provide your policy on withdrawing students from class.

**Other:**

|  |
| --- |
| This is an open section - you may delete if not needed. |

**College Policies and Web Information**

**Academic Dishonesty**

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,

(3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State College Student Handbook** ([www.palmbeachstate.edu/current](http://www.palmbeachstate.edu/current) for link to the student handbook).

**Classroom Etiquette and Student Behavior Guidelines**

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

**Computer Competency Component**

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

**Disability Support Services**

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at [www.palmbeachstate.edu/current](http://www.palmbeachstate.edu/current) for web address for Disability Support Services.

**Eating, Drinking and Smoking**

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.
**Final Course Grade Appeal**The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: [www.palmbeachstate.edu/current](http://www.palmbeachstate.edu/current).
**Mid-Term Grade Reporting**
Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.
**Student Responsibility Policy**

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

**Palm Beach State Websites of Interest**

Please see this web page ([www.palmbeachstate.edu/current](http://www.palmbeachstate.edu/current)) for a list of web addresses for students.

**Withdrawal Policy for Individual Courses**

The last day to withdraw from a College course with a "W" grade in this course is (Click here and type the withdrawal date for your course from the online class roster). It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar’s office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

**Other Information from your Professor:**

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| --- |
| This is an open section - you may delete if not needed. |

**Distance Learning Requirements**

**Computer Systems**

Your computer system resources must be compatible with the Learning Management System (LMS) used to deliver/manage course content. System Check (analysis) is provided on the course login page at <https://palmbeachstate.blackboard.com>. Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

**SLC Computer Lab**

If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab webpage at <http://www.palmbeachstate.edu/slc> for location and hours.

**Student Computer & Learning Management System Skills**

Students need to possess basic web-browsing skills and need to learn the functions of the Learning Management System (LMS). Online video tutorials are provided for all major LMS functions and can be accessed from the online classroom or directly at <http://www.palmbeachstate.edu/elearning/resources>

**Course Login**

Courses become accessible on the first day of class and tuition must be fully paid to obtain access.If this is your first PBSC online course, review the Course Access Facts & Information at <http://www.palmbeachstate.edu/elearning/online> before attempting to login to your course -- information on how to change your password and solving other login related issues is provided on this page.

Login Page: <https://palmbeachstate.blackboard.com>

Username: Your PBSC Student ID
Password: Your PBSC Password (must be 6 characters)

**Online Textbook Purchase**

The textbook(s) can be purchased at the PBSC Campus Bookstore or online at <http://www.efollett.com>.

**Online Course Assistance**For assistance, contact your:

* Professor -- with Course Instructional Content (assignment/test availability dates, course instructions, etc.) issues.
* Student Helpdesk -- with Username/Password & General Access issues. Call 561-868-4000.
* Blackboard Administrator -- for Course Availability issues. Email BbAdmin@palmbeachstate.edu.

**Department Contact Information**

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| --- | --- |
| **Name:**       | **Office Location:**       |
| **Telephone:**       | **Email:**      @palmbeachstate.edu |
| **Job Title:**       |  |