|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Syllabus Semester & year** | |
| **Course Number** | | **Class Name** | **Credit Hours** |
| **Prof.** | | | |
| **Office:** |  | | |
|  |  | | |
| **Email:** |  | | |
| **Office Hours:** |  | | |
| **Course Description:** | | | |
| <insert from course catalog> | | | |
| **Course Objectives:** | | | |
|  | | | |
| **Learning Outcomes**: | | | |
| At the conclusion of this course, students should be able to:  <insert from Academic Assessment Plan> | | | |
| **Required Texts and Resources:** | | | |
|  | | | |
| **Course Requirements:** | | | |
| **Withdrawal Policy:** | | | |
| **Attendance Policy:**  <insert individual class attendance policy>  Following the drop/add period, students must be withdrawn by faculty from courses for nonattendance. For this purpose, non-attendance is considered 14 consecutive calendar days of non-attendance in a course.  **COVID-19 Attendance Policy Addendum:**  Student, staff, and faculty health and well-being is our first priority. In alignment with the Center for Disease Control’s guidelines for Institutes of Higher Education, students and faculty who are sick, who are caring for a sick family member, or who are under quarantine should not attend classes or any scheduled group activity.  Students who will miss a class due to possible COVID-19 or due to COVID-19 exposure:   1. Should immediately inform their instructors that they will not be in class. 2. Are responsible for making up all missed coursework. Students who contact their instructors as described above and make up their work in accordance with instructor policies should not be penalized. 3. If able, are expected to continue attending class remotely, if the course has that option, and are expected to continue to submit assignments electronically, if possible.   For all absences unrelated to COVID-19, students are expected to adhere the course attendance policy set by their instructor. | | | |
|  | | | |
| **Academic Integrity:**  Plagiarism is using and passing off as one’s own the ideas or writings of another. It is a serious offense and is unacceptable. The college subscribes to a plagiarism website, which detects plagiarism flawlessly. If you choose to use the words or ideas of another without giving proper credit, you will receive a zero on the assignment. Depending on the severity of the case, you may receive an automatic F in the course and face disciplinary action from the college. “I did not know” is not an acceptable excuse, as we will cover the concept thoroughly in class. | | | |
| **Richard Bland College of William & Mary Mission:** | | | |
| The mission of RBC is: *To prepare students for university transfer through academically rigorous programs grounded in the liberal arts tradition of William & Mary and to expand access to college credentials through strategic partnerships, specialized programming, and scalable innovation.* | | | |

**Student Support Services:**

Richard Bland College offers advising, counseling, tutoring, and library services to all students. We desire to help you to flourish during your time at RBC!

* ***Advising*:** Contact your Learner Mentor to develop your individualized academic plan - <https://www.rbc.edu/academics/student-support-team/advising/>
* ***Counseling Services*:** Feeling overwhelmed or having personal concerns? Contact Richard Bland College

counselors at no cost –

<https://www.rbc.edu/academics/student-support-team/counseling-services/>

* ***Disability Services*:** Richard Bland College of William & Mary is committed to providing equal educational

opportunity and full participation for persons with disabilities. Accommodations will be provided on an

individualized based depending on the students’ needs. If you feel you need accommodations, please contact

([office.ada@rbc.edu](mailto:office.ada@rbc.edu)).

<https://www.rbc.edu/academics/student-support-team/disability-services/>

* ***Tutoring*:** Writing Lab, MySTIc, Individual/group tutoring, online tutoring

<https://www.rbc.edu/academics/student-support-team/tutoring/>

* ***Library*:** Library services are available to all RBC students. Hours, policies, and access to all materials can be

found at <https://www.rbc.edu/library/>

Optional sections to include: Grading Scale, Late Work/Make-Up Policy, Final Exam Info, Tentative Schedule, Statement of Use of RBC email as Requirement, and Honorlock Testing requirements.

If using Honorlock, please include the following:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7, and all that is needed is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the [Honorlock Chrome Extension](https://static.honorlock.com/install/extension).

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](https://honorlock.com/support/) or within the exam itself. Some guides you should review are [Honorlock MSRs](https://honorlock.kb.help/-students-starting-exam/minimum-system-requirements/), [Student FAQ](https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/), [Honorlock Knowledge Base](https://honorlock.kb.help/), and [How to Use Honorlock](https://www.youtube.com/watch?v=wRWE-9PUquo&feature=youtu.be). Good luck!