# Course Syllabus Template Instructions for Faculty

The Course Syllabus Template begins on the next page. The list below contains the **11** sections that require your input; click a link to jump to that area of the document:

1. [[Enter Course Information] Syllabus](#_[Enter_Course_Title])  
   Replace the text within brackets with the prefix/number/section and title of your course. Please remove the brackets.
2. [[Semester and Year]](#_[Semester_and_Year])  
   Replace the text and brackets with the semester and year you are teaching this course.
3. [Instructor Information](#_Instructor_Information)  
   In this area, type your name and email address. If you have an office on campus, type your office telephone number, office location, and office hours.
4. [Course Details](#_Course_Details)  
   Type the day(s), time, and location of your course.
5. [Description](#_Description)
6. [Required Materials](#_Required_Materials)
7. [Grading Policy](#_Grading_Policy)
8. [Late or Missed Work](#_Late_or_Missed)
9. [Course Communication](#_Course_Communication)
10. [Course Schedule](#_Course_Schedule)Use this table as a guide. You may add/delete rows or columns, as needed. To maintain document accessibility, please do **NOT** merge/split cells. To add a new row to the existing table, place your cursor in the rightmost cell of the last row and press the Tab key.
11. [Student-initiated Withdrawals](#_Student-initiated_Withdrawals)  
    Replace **DATE** with the final withdrawal date for your class.

**REMOVE (OR DELETE) THIS PAGE BEFORE DISTRIBUTING THE SYLLABUS TO YOUR STUDENTS**

# [Enter Course Information] Syllabus

## [Semester and Year]

### Instructor Information

* **Instructor:**
* **Email:**
* **Telephone number:**
* **Office Location:**
* **Office Hours:**

### Course Details

* **Day(s):**
* **Time:**
* **Location:**

### General Information

#### Description

Type your course description here.

### Course Materials

#### Required Materials

Enter textbook and other materials.

### Course Policies

#### Grading Policy

Type your grading policy for the course. Include the following details:

* The grading scale you will use to determine final grades (e.g., As are 90% to 100%, Bs are 80% to 89%)
* The grade students must earn to pass the class
* A list of assignments or activities that will be graded, including the percentage or points assigned to each assignment or activity (e.g., a final research paper is 25% of the total grade or five tests that are worth 200 points each)

#### Late or Missed Work

Type how you will handle late or missed work.

#### Course Communication

Type your policies about course communication here. Be sure to include the following information:

* Turnaround time for responding to student emails
* Communication ground rules for students, including creating a safe and inclusive environment (assignments and emails)
* Turnaround time for grading assignments

### Course Schedule

Table 1: Course Schedule

| **Date** | **Topic** | **Assignment(s)** |
| --- | --- | --- |
| Sample text | Sample text | Sample text |

### College Resources

Durham Tech is committed to supporting students by providing the resources needed to succeed. This is a brief overview of support available at the College. We encourage you to view the [Student Resource](http://bit.ly/studentresourcesheet) Sheet for a more comprehensive list of college and community supports.

Need help getting started? If you would like more support connecting to resources at Durham Tech and in the community, complete the [Student Support Intake Form](http://go.durhamtech.edu/StudentSupport).

|  |  |
| --- | --- |
| **Resource** | **Description** |
|  | **Campus Harvest Food Pantry**  The Durham Tech food pantry offers free bags of groceries, fresh produce, snacks, frozen family meals, period products, hygiene products, and diapers to currently enrolled students. Snacks are offered daily Monday-Thursday, and grocery pickup is available weekly. Complete a [Food Pantry Request](https://durhamtech.my.site.com/apex/support_food_pantry_referral?date=today&type=Food%20Pantry%20Referral), and the team will contact you to schedule pickup, or visit Phillips (Building 3), room 110.  Visit the [Campus Harvest Food Pantry page](https://www.durhamtech.edu/volunteerism/campus-harvest-food-pantry) for more information, or contact Alex Gooding ([goodinga@durhamtech.edu](mailto:goodinga@durhamtech.edu)), 919-536-7200 ext. 8194, Phillips (Building 3), room 3-110-B. |
|  | **Career Services**  Students and alumni can schedule an appointment with a career counselor. Durham Tech uses [College Central Network](https://www.durhamtech.edu/student-services/career-services/job-search) (CCN) as its official resumé and job posting service. CCN is available to students and alumni 24 hours a day, 7 days a week.  Visit [Career Services](http://durhamtech.edu/student-services/career-services) webpages for more information and to schedule an appointment. Contact: [careerservices@durhamtech.edu](mailto:careerservices@durhamtech.edu), 919-536-7200 ext. 1404, Wynn Center (Building 10), room 10-109. |
|  | **Center for Academic Excellence (CAE)**  The CAE provides in-person and online tutoring free of charge. Appointments are preferred; however, walk-ins are welcomed.   * Book an appointment with a tutor through the Center for Academic Excellence (CAE). Call 919-536-7200 ext. 2404, text 919-886-5329, or email [cae@durhamtech.edu](mailto:cae@durhamtech.edu) to request an appointment. * Free online tutoring is also available 24 hours a day via [Upswing](https://durhamtech.upswing.io/) (non-CAE tutors). * You may also request tutoring using the [online request form](https://forms.office.com/r/QJ8pDf1ZY3).   Visit the [CAE webpage](http://durhamtech.edu/cae) for more details. Contact: [cae@durhamtech.edu](mailto:cae@durhamtech.edu), 919-536-7232, ext. 2404, Wynn Center (Building 10), room 10-308. |
|  | **Computer and Internet Assistance**  Durham Tech offers loaner laptops at no charge, and students can purchase discounted, refurbished computers using financial aid or personal funds. [Submit your computer request here](https://forms.office.com/Pages/ResponsePage.aspx?id=VZNUEsbgN0KzqdNHfaRTeCbLp2r7jutKpvsma3OFXUNUNFhXT1VOQU44SUlCTTJHOTEzWElSSllZMiQlQCN0PWcu). Internet assistance is also available, including hotspots and internet service discounts.  Visit the [Computer and Internet Assistance webpage](https://www.durhamtech.edu/student-services/computer-and-internet) for details and to request support. Contact Antonio McNeill, [mcneilla@durhamtech.edu](mailto:mcneilla@durhamtech.edu), 919-885-7200, ext. 1418, Wynn (Building 10), room 10-209. |
|  | **Counseling Services**  Durham Tech offers free, confidential counseling for all students. Connect with a counselor by submitting a  [Counseling Services request](https://forms.durhamtech.edu/counselingservices), calling Karen Mosley at 919-536-7200 ext. 1408, or emailing [mosleylyonk@durhamtech.edu](mailto:mosleylyonk@durhamtech.edu)  **Be Well at Durham Tech:**  Through **Be Well at Durham Tech**, students will have access to the following:   * A **24/7/365 mental health support line** forin-the-moment support from counselors and connections to next steps, regardless of time of day or your location. Call 833-434-1217 to reach the 24/7 support line. * **Free telehealth or off-campus, face to face counseling sessions**. Students receive 6 visits per issue, and these are available to students no matter where they are (on or off campus, any state or internationally) and no insurance necessary.   Additional resources:   * For emergency help, contact Durham Tech's Campus Police and Public Safety at 919-537-7207, ext. 5555 or call 911 * National Suicide Prevention Lifeline: 1-800-273-8255 * National Disaster Distress Hotline: 1-800-985-5990 * National Domestic Violence Hotline: 800-799-SAFE   Visit the [Counseling Services](mailto:Counseling%20Services%20)  webpage for more details.  Contact [counseling@durhamtech.edu](mailto:counseling@durhamtech.edu), 919-536-7200, ext. 1408, Wynn (Building 10), room 209. |
|  | **Emergency Financial Assistance**  Resources for rent, utilities, childcare, car repairs, and other emergency financial needs are available through Durham Tech and the community.  Visit the Emergency Financial Assistance webpage for more information.  If you are experiencing a housing emergency, additional community resources may be able to assist. Complete the [Intake Request Form](https://forms.durhamtech.edu/studentsupport) and a team member will follow up with you. |
|  | **Library**  All three Durham Tech campuses feature a library with a variety of online, print, and audiovisual resources for students. Please visit the [library’s website](https://www.durhamtech.edu/library) for information about in-person and virtual library services. Use our [Research Guides](https://durhamtech.libguides.com/?b=g&d=a) for resources and information for specific classes, subjects, and programs. Email us at [library@durhamtech.edu](mailto:library@durhamtech.edu) or [connect with us for an appointment](https://www.durhamtech.edu/library/chat-with-librarian). |
|  | **Men of Color Scholars Institute (MCSI)**  MCSI is a program that fosters leadership, nurtures professional and personal development, and is a support network for its members. In a scholarly pursuit, members and mentors learn from one another by promoting and stimulating self-efficacy, academic excellence, career aspirations, and a sense of community. Submit an [interest form to the Men of Color Scholars Institute.](https://durhamtech.my.site.com/apex/support_MCSI?type=MCSI)  Visit the [MCSI webpages](https://www.durhamtech.edu/mcsi) for more information. Contact:[mcsi@durhamtech.edu](mailto:mcsi@durhamtech.edu) |
|  | **Canvas**  Canvas is Durham Tech’s learning management system that allows students to access course materials online. Depending on the course, your instructor will use Canvas to provide course info, handouts, assignments, tests, or online discussions. You should check Canvas frequently for updates about your course. Use your Self-Service username and password to log in to Canvas at [canvas.durhamtech.edu.](https://canvas.durhamtech.edu/) Visit [Canvas Help for Students](https://go.durhamtech.edu/canvas-student-resources) for support info and tips for avoiding problems. |
|  | **Success Coaching**  [Success Coaches](https://www.durhamtech.edu/student-services/success-coaching) are available to partner with you for individualized support throughout your time at Durham Tech. Your Success Coach will check in with you throughout the semester to support you with your classes. Also, your Success Coach provides resources for resolving academic and personal issues that can impact your success.  Interested students can [submit an interest form](https://durhamtech.force.com/apex/support_success_coaching_referral?type=Success%20Coaching) or contact the Success Coach in your program to set up an appointment. |
|  | **Support for Parenting Students**  When a student parent graduates, their whole family graduates with them. The Durham Tech community is here to support you in reaching your academic and professional goals while you are also doing the daily work of supporting your family.   * **Join the Student Parent Success Network** to connect with a community of parenting students and stay in the loop about resources on campus and in the community. [Submit this form to join](https://forms.office.com/Pages/ResponsePage.aspx?id=VZNUEsbgN0KzqdNHfaRTeCbLp2r7jutKpvsma3OFXUNURENHRkdWTlhLWE1LQVhWNjJFOFNHUjEwVSQlQCN0PWcu). * **Child Care**: Durham Tech offers a limited number of [Child Care Grants](https://www.durhamtech.edu/student-services/child-care-grant) Learn more about the Child Care Grant and other child care supports on the [Child Care Assistance webpages**.**](https://www.durhamtech.edu/student-services/child-care-assistance) * **Pregnancy Support:** Durham Tech seeks to be a supportive environment for pregnant, postpartum, and breastfeeding students. We provide personal consultation to expecting students to assist with academic planning and accessing resources both on campus and in the community to meet needs and concerns. [Connect with resources and support during and after pregnancy](https://www.durhamtech.edu/student-services/pregnancy-support).   Learn more about [college and community resources to help student parents](https://www.durhamtech.edu/student-services/support-students-with-children) succeed. Contact Antonio McNeill, [mcneilla@durhamtech.edu](mailto:mcneilla@durhamtech.edu), 919-885-7200, ext. 1418, Wynn (Building 10), room 10-209. |
| Schoolhouse | **S Support for High School Students**  Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for current North Carolina High School students to accelerate completion of college certificates, diplomas, and associate degrees.  If you are currently enrolled in high school and college classes, and you want to drop or withdraw from your course, you must contact your college liaison (see the [Contact Us](https://www.durhamtech.edu/dual-enrollment/contact-us) webpage to find your liaison). For other questions, concerns, general information and tips, visit the [Dual Enrollment](mailto:Dual%20Enrollment) webpages or email [ccp@durhamtech.edu](mailto:ccp@durhamtech.edu) |

### College Policies

Durham Tech has established policies that support student learning and communicate high expectations for students. Please review the policies in the alphabetized list below, so you can successfully meet the college’s expectations.

#### Academic Honesty

Durham Tech upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. The College establishes and follows a process for defining and addressing academic dishonesty when it occurs either inside or outside the classroom.

Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct. Participation or collaboration may be active (such as submitting a term paper that includes plagiarized work) or passive (such as receiving a copy of a test before class). Academic dishonesty includes, but is not limited to, the following examples:

1. Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:
   * Sharing information about an exam with a student who has not taken that exam;
   * Obtaining information about the contents of a test the student has not taken;
   * Unauthorized use of smart phones, programmable calculators, or other electronic storage devices;
   * Text messaging or other forms of communication during an exam;
2. Unauthorized or inappropriate file sharing and use of Internet and computer resources as specified in the [Appropriate Use of Computing Resources Policy](https://www.durhamtech.edu/policies-and-procedures/appropriate-use-of-computing-resources);
3. Sharing Durham Tech usernames/passwords with others, allowing them to log in as you, or logging in to College systems under another person’s username;
4. Having others complete coursework, write papers or take tests/quizzes, thus misrepresenting the identity of the author of the work;
5. Unauthorized use and/or possession of any academic material, such as tests, research papers, assignments, or similar materials;
6. Unauthorized use of translation software and assistance from native speakers or advanced-level students in foreign language classes;
7. Plagiarism, which is defined as the representation of another person’s work, words, thoughts, or ideas, including material from the Internet, as one’s own. This includes, but is not limited to, copying material and using ideas from an article, book, unpublished paper, or the Internet without proper documentation of references or without properly enclosing quoted material in quotation marks. Plagiarism also includes sentences that follow an original source too closely, occurring when an individual simply substitutes synonyms for another person’s words.

The Violation Procedure for the Academic Honesty Policy is available in the [Catalog and Student Handbook](https://www.durhamtech.edu/catalog).  Please note that as the Catalog and Student Handbook is updated, campus policies may change.

##### Academic Honesty Resources

Durham Tech’s library maintains a [Citation and Plagiarism Resources LibGuide](http://durhamtech.libguides.com/citationresources) that contains definitions of plagiarism, citation guidelines, and links to interactive tutorials to help students and employees better understand plagiarism. Faculty members may use these resources with their students before and after academic honesty violations occur.

#### Attendance and Withdrawal Policy

Regular attendance is required for the student to complete all course requirements and receive the optimum benefit of instruction. In the event of an absence, it is the student’s responsibility to make up all missed work in the timeliest manner possible. Failure to make up missed work will adversely affect the student’s course grade.

##### Drop Period

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester (“drop period”) without the enrollment being shown on the transcript. To officially drop a course, log on to Self-Service, and click the DROP option for the course in the Plan & Schedule section.

***The final drop date for this class is: DATE***

##### Student-initiated Withdrawals

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete an electronic withdrawal form by logging in to the [eforms system](https://eforms.durhamtech.edu/index.aspx). Use your Self-Service username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms.

***The final withdrawal date for this class is: DATE***

##### Excused Absences

Durham Technical Community College students are allowed one excused absence per class per term for a planned event or observance. Students who wish to use the excused absence must complete and submit an [Excused Absence Notification form](https://www.durhamtech.edu/sites/default/files/media-files/ExcusedAbsenceNotificationForm.pdf) at least fourteen calendar days in advance of the day of the scheduled absence. All class work missed due to the excused absence must be completed and submitted to the instructor within one week after the day of the scheduled absence.

For more information, refer to the [Student Withdrawals, Faculty Withdrawals, and Class Absences](https://www.durhamtech.edu/catalog/student-rights-and-responsibilities) section of the College Catalog.

#### Accessibilities Statement

Durham Technical Community College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities; psychological disabilities; health impairments; and hearing, sight, or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Accessibility Services office by calling 919-536-7207, sending an email to [accessibilityservices@durhamtech.edu](mailto:accessibilityservices@durhamtech.edu), or visiting the Student Resource Center (SRC) in the Wynn building for additional information regarding requirements for arranging accommodations.

#### Inclement Weather

In the event of hazardous weather, including such events as hurricanes, heavy snow, or ice accumulation, Durham Technical Community College will communicate a decision to remain open or to close in these ways:

* [College's website](https://www.durhamtech.edu/)
* Durham Tech [Twitter](https://twitter.com/durhamtech)
* [Facebook](https://www.facebook.com/durhamtech)
* Main phone number of 919-536-7200
* [Canvas](https://canvas.durhamtech.edu/), and
* Notifying local media outlets.

If classes on the main campus are canceled, classes will also be canceled at all other college locations. From time to time, however, the college may cancel operations at a remote location and still operate on the main campus.

To the extent possible, we will make a decision to remain open or close by 9 p.m. the night before the anticipated weather event. We will also make a decision regarding evening operations by 3 p.m. the day of the weather event. Please realize, however, that inclement weather can occur at any time; thus, timetables regarding a decision to remain open or to close are flexible.

View the [Inclement Weather policy](https://www.durhamtech.edu/policies-and-procedures/inclement-weather).

#### Student Code of Conduct

All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action. Examples of specific violations of and the grievance procedure for are included in the [Student Code of Conduct](https://www.durhamtech.edu/policies-and-procedures/code-conduct).

#### Title IX Sexual Misconduct Policy

Durham Technical Community College is committed to providing a campus environment that is free of sexual misconduct, including sexual harassment, sexual exploitation, sexual assault, stalking, domestic violence, and dating violence. If you have encountered any form of sexual misconduct associated at Durham Tech, you are encouraged to report this to the College. If you speak with a faculty member about an incident of sexual misconduct, including writing assignments and classroom discussions, the faculty member must share that information with the Title IX Coordinator. You will be contacted to discuss supportive measures available and the Title IX investigative process. If you wish to file a confidential complaint with the Title IX Coordinator, please complete the [Sexual Misconduct Complaint form](https://www.durhamtech.edu/sites/default/files/inline-files/Sexual%20Misconduct%20Complaint%20Form.pdf).

#### Federal Education Rights and Privacy Act (FERPA) FERPA is a federal law that applies to all Durham Tech college students regardless of their age and protects the confidentiality of a student’s records. Your student records will only be shared under specific circumstances. See the College’s [FERPA policy](https://www.durhamtech.edu/policies-and-procedures/ferpa) for full details. FERPA also prevents faculty, counselors, advisors, and other college personnel from sharing information about your academic records, student accounts, disciplinary history, and more with other people unless you have granted permission for that individual to have access to that information. If you would like a parent, sibling, case worker, employer, or anyone else to have access to your student information and records, you can fill out the Consent for Disclosure of Non-Directory Information in the [eforms system](https://eforms.durhamtech.edu/index.aspx). Use your Self-Service username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms.

#### Use of ConnectMail

All Durham Technical Community College students have been issued a ConnectMail email account. This account should be used for all email communications between the student and the college, including all communications with instructors**.** Canvas notifications and messages will be sent to your ConnectMail account. View the [Getting Started with ConnectMail instructions](https://www.durhamtech.edu/sites/default/files/media-files/Getting-Started-ConnectMail.pdf) for more information on setting up and using your ConnectMail account. Use your Self-Service username and password to access your ConnectMail.