

**Course Number, Section Number and Name
Semester & date (ex: Fall 2016) and Online or Hybrid**

PART 1: Instructor & Course Identification

Instructor Name:

Instructor's Contact Information:

Office Hours:

Course Description (including total semester hours and course prerequisites):

PART 2: Course Policies

- Textbooks
- Student Learning Outcomes (aka "Objectives")
- Grading System –
- Attendance Policy (optional)
- Websites of Interest (optional)
- Late work, exams, etc.

PART 3: Minimum Technology Requirements for Online or Hybrid courses

It is the student's responsibility to insure that all hardware and software are ready for use prior to the start of the course. If unfamiliar with a component of the required technology, a web search for tutorials may be helpful. Students may also contact the Piedmont College IT Department here: <http://it.piedmont.edu/contact.html>. Equipment or software failure is not an acceptable excuse for missing a deadline.

All students must have access to:

A computer. Minimum personal computer guidelines are available at:
<http://it.piedmont.edu/sysreq.html>.

Computer labs are available on the Demorest and Athens campuses. Visit
<http://www.piedmont.edu/technology> for the most current locations.

A broadband internet connection. This means either a high-speed DSL or a cable modem. Please make a back-up plan like a nearby coffee shop with wi-fi. Lack of internet access is not an acceptable excuse for missing a deadline.

Moodle is the online learning system of Piedmont College. Access Moodle at
<http://moodle3.piedmont.edu/moodle/>. A quick start guide to Moodle is available on YouTube at:
<https://www.youtube.com/playlist?list=PLGCI4-sZN-lbMvpIDX436z5H8K39grI2>.

If your online class is synchronous, you should also have a microphone, speakers, and a webcam. Your Piedmont Lions student email account. This is available within a few days of registration for new students at: <http://it.piedmont.edu/mail.html>. Faculty and staff at Piedmont College are required to communicate with students electronically only to the student's Piedmont Lions account or through Moodle. Students should also use only use their Piedmont Lions email for all electronic communications with faculty and staff.

Current word processing and presentation software. Microsoft Office is available for all Piedmont College students to download on up to five devices at: <http://it.piedmont.edu/office365.html>.

Other software. Depending on the specific content of the course and the publisher of the textbook, you may need to load other software like Java, QuickTime, and Adobe Reader.

Browsers are a matter of personal preference, and students should ensure that they are using the most current version. Students may find that for the purpose of this course, you may be more comfortable with one browser over another. A first step toward resolving any issue may be trying a different browser.

PART 4: Course Schedule (daily work, homework, due dates, etc.)

PART 5: Piedmont Policies

The Learning Center exists to help our students reach their various academic goals. The Learning Center offers academic support in all areas, including accounting, foreign languages, math, science, and writing. Our tutors are selected by department chairs, trained in the art of tutoring, and monitored to provide the individualized attention our students need to achieve their personal best. We offer by-appointment or walk-in hours during both working and after-business hours. For more information, please visit: <https://www.piedmont.edu/learning-center> or call 706-778-8500, ext. 1504 (Demorest) or 706-543-6973 (Athens).

Special Considerations: Piedmont College makes every effort to provide reasonable and appropriate accommodations to students with disabilities. Accommodations must be coordinated through the Director of Academic Learning Services, at disabilityservices@piedmont.edu or 706-778-8500, ext. 1504. Students are responsible for providing accurate and current documentation of their disability and for making a written request to the Director at the beginning of every semester before receiving accommodations. Students should also make these needs known to the professor/instructor during the first class session.

Statement on Academic Integrity: Students must be familiar with the College Academic Integrity Policy. Plagiarism, the intentional or unintentional use of another's words or ideas as one's own, will not be tolerated. Instructors must send any Academic Integrity concerns directly to the dean

who is responsible for the discipline in which the course is taught. See Catalog at <http://www.piedmont.edu/course-catalog> for complete policy.

Student Email Policy: All Piedmont College students are required to use their Piedmont Lions email account (see Catalog at <http://www.piedmont.edu/course-catalog> for complete policy). Since the Lions account is the official communications channel of the College, students are responsible for all information distributed to them through their account. Students are expected to check it daily.

Withdrawal Policy: Within the first several days of a term, students may add and drop courses with the permission of their advisor. The ranges for drop/add vary depending on the term (Fall, Spring, or Summer) and duration of the class (8 week or 16 week). Students should check the academic calendar for specific information. After this time, students may withdraw from a class. Please refer to the College Catalog at <http://www.piedmont.edu/course-catalog> for the particulars regarding the withdrawal policy.

PART 6: Class Policies

Your class policies, food, technology, electronics, talking/disturbing class, etc