

Preparing Your Course Syllabus for the Semester

As you prepare your syllabus/first day handouts, be sure to include the following items:

- Course contact information (modality, location, days, times, etc.)
- Course description (taken from the master syllabus or college catalog)
- Student Learning Outcomes. Check with the master syllabus on file for accuracy and the most current version. (Include the General Education student learning outcome if your course is designated for a General Education area.)
- Attendance policy
- Grading policy (point system, percentage, weights, assignments, etc.). Include how the course grades will be converted to letter grade.
- Instructor contact, office hours and location. (Full-time faculty are required to have at least 5 office hours per week)
- Required materials and texts.
- Course requirements and expectations
- Detailed description of assignments and activities counted toward course grade and how they relate to student learning outcomes
- Information for students who may be eligible for accessibility services
- Information for the Academic Center for Excellence (ACE)
- Computer usage policy
- Course schedule, calendar or outline of topics
- Important dates
- Information regarding Zoom, audio and recording usage

The following statements should be included:

Accessibility Services

Accessibility Services supports pregnant students and those with documented disability by providing reasonable academic adjustments and accommodations to remove barriers to academic success. If you would like to speak to the Accessibility Services Coordinator to determine eligibility, please call (716) 614-6285 or go to Accessibility Services, room A-167, to make an appointment.

Computer Usage

NCCC courses may require students to use computers to access our campus wide Course Management System named Blackboard Learn and/or utilize course specific software. Computer use may be required at the discretion of the instructor to deliver course content, support assignments, administer tests, and enhance class communication. Students may use their home computers or the open access computers located in the Library. If a student requires support or training in the use of computers and/or the use of Blackboard Learn, please contact the instructor the first week of classes to obtain information regarding training sessions for students.

Blackboard (edit as necessary for your course)

NCCC uses Blackboard Learn for our learning management system. For this course, I will use Blackboard (Bb) to provide... (e.g., course materials, tests or assignments). Blackboard uses the same username and password as your T-Wolves email. You must first [activate your email](#) account before you can access Bb. If you need assistance with Blackboard, please contact onlinelearning@niagaracc.suny.edu or call SUNY Online at [1-844-673-6786](tel:1-844-673-6786).

Academic Integrity Policy (Cheating and Plagiarism)

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of NCCC. Academic misconduct is destructive to the spirit of an educational environment and, therefore, cannot be condoned. The following definitions will apply: (1) The term “cheating” includes, but is not limited to, use of any unauthorized assistance in taking quizzes, tests or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the college’s faculty. (2) The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials. (3) The term “academic misconduct” includes any or all forms of the above. Please refer to the “Student Code of Conduct” manual for additional information.

Starfish

NCCC is part of a student success project between our institution and Starfish Retention Solutions. If you currently take a course at NCCC, you will have a Starfish account. Throughout the term, you may receive emails from Starfish® regarding your course grades or academic performance. Please pay attention to these emails and consider taking the recommended actions. A Starfish® Success Coach may also call you regarding these concerns. Both methods of communication are sent to help you be successful! In Starfish® you can view your success network including your academic advisor and course instructors. Here you will also see their office locations, office hours, and the campus resources available to you. In addition, your instructor may (1) request that you schedule an appointment by going to Starfish (the link can be found in Blackboard) or (2) recommend that you contact a specific campus resource, such as Tutoring through the Academic Center for Excellence (D-201), or Student Success Center (D-102). You may also be contacted directly by one of these services.

Academic Center for Excellence (ACE)

The Academic Center for Excellence is located on the Sanborn campus within the Henrietta G. Lewis Library (entrance on the 2nd floor of the Learning Commons). ACE provides in-person and online academic support services, such as academic coaching and student tutoring, free to all NCCC/NFCI students as well as computer and printing services. It is recommended to visit ACE for academic support services. Visit the [ACE web page](#) for more details and to access online tutoring services.

Health & Wellness

NCCC policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students, and for the public we interact with. The primary goals for NCCC response to the COVID-19 pandemic are to protect health and safety of all faculty, staff, and students.

NCCC’s plans will also be aligned and consistent with local orders and ordinances of Niagara County, SUNY, as well as the State of New York Phased Reopening Model. NCCC’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, NYS Department of Public Health, and NCCC’s Campus Safety Advisory Committee.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

Face masks/Cloth Face Coverings

Face masks or face coverings **must** be worn by all staff and students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

[For more information.](#)

The Wellness Center, located in C-122 is comprised of Health Services and Personal Counseling Services. The mission of the Wellness Center is to provide physical, intellectual, social, and emotional well-being that fosters academic and personal success within the context of a global and culturally diverse society.

Henrietta G. Lewis Library

The entrance to the Lewis Library at NCCC is located on the 2nd floor of the Learning Commons. Through the library databases and catalog, you can access millions of scholarly sources for your research. On the website, you can [search all the library resources](#).

Librarians offer research assistance anytime the Library is open, as well as through 24/7 virtual chat. The Library has 3 floors of study spaces, including computer stations and bookable study rooms. [Visit our homepage for more information.](#)

Zoom Audio and Recording Notice

If Zoom is used in this class it may be recorded for use by enrolled students, including those who are unable to attend live. Students who participate in any session with their camera engaged or utilize a profile image are consenting to have their video or image displayed/recorded. If you are unwilling to consent to have your profile or video image displayed/recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are consenting to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. Visit our website for more information on [Zoom Etiquette for Students](#).

Rev. 04/2021