# Course Title Course Number Semester and Year Class Location and Campus Day(s) & Time(s)

## Instructor Contact Information and Availability

Name and Title:

Waubonsee Email:

Office Hours:

Office Hour Location(s):

Phone Number:

Preferred Contact Method:

Response Time (if applicable):

## Course Description

[Course description from CurricuNET]

## Prerequisite(s)

[If applicable]

## Illinois Articulation Initiative (IAI) Code

[If applicable]

## Course Materials

### Textbook

[If applicable, Author (Year). *Title* (Edition). Publisher, ISBN]

### Class Materials and Resources

[Detailed information here]

## Student Learning Outcomes

### Course Learning Outcomes

[Course Outcomes]

### Program Learning Outcomes

[If applicable]

### Institutional Learning Outcomes

This course contributes to the following institutional learning outcomes:

#### ☐ Critical Thinking

Examine information in order to propose or develop solutions or construct arguments.

#### ☐ Communication

Use clear language to communicate meaning appropriate to various contexts and audiences.

#### ☐ Quantitative Literacy

Make judgments or draw appropriate conclusions based on the quantitative analysis of data.

#### ☐ Global Awareness

Describe the interconnectedness of issues, trends or systems using diverse perspectives.

#### ☐ Information Literacy

Use technology to ethically research, evaluate or create information.

## Methods of Evaluation of Student Learning, Grading Criteria, and Scale

Your performance in this course will be evaluated based on the following components:

[Coursework categories, grade calculation, and scale.]

## Description and Details of Assignments

### [Assignment 1]

Instructions

### [Assignment 2]

Instructions

## Institutional Policy

### Withdrawal

Waubonsee Community College reserves the right to administratively withdraw students who are not actively attending.

Students may withdraw themselves from this course until the date noted on the Tuition Refunds page.

\*\*\* Please see the [Student Handbook](https://www.waubonsee.edu/student-experience/student-services/student-intervention-support/student-resources) for other course policies and procedures.

Institutional Statements

### Academic Integrity

Waubonsee Community College believes that all members of the community (students, faculty, staff, and administrators) have a responsibility to participate in learning with honesty, respect, and integrity. We must commit to engage in learning both in and out of the classroom, value each member in our learning community, demonstrate original thought, and help foster ethical, open, safe learning environments for all. For more information, please see the Waubonsee Community College Plagiarism Statement section in the [Student Handbook](https://www.waubonsee.edu/student-experience/student-services/student-intervention-support/student-resources).

### Accessibility and Disability Statement

Accessibility is a value of our institution. We are committed to creating environments that are welcoming and that support all students' learning. If you experience barriers to your learning in this course please notify the instructor as soon as possible to discuss options. Students who experience barriers due to disability may contact the Access Center for Disability Resources to begin this conversation or establish accommodations.

### Plagiarism

Waubonsee firmly upholds sound principles of academic integrity and responsibility. Plagiarism and cheating are serious infractions of academic integrity, and, as such, are considered breaches of the Code of Student Conduct. If a student has violated this policy, I will report the infraction to the Dean for Student Success and Retention and the student may fail the assignment or the course, depending on the severity or the number of infractions.

Artificial intelligence statement

☐ Faculty need to include an AI policy in their syllabus that aligns with their course objectives and instructional approach. This statement may be phrased according to individual preference but consider the following key points:

* A definition of Artificial Intelligence (AI) and/or Generative Artificial Intelligence (GAI) to establish a clear understanding for students.
* A statement explaining the course’s AI policy, which may allow open use, limited use, or prohibit AI-generated content.
* If AI use is permitted in any capacity, guidelines on citation and attribution should be provided.
* Examples of acceptable and unacceptable AI use within the course to clarify expectations for students.
* The process by which suspected violations will be reviewed (e.g., handled by the instructor or referred to the Student Conduct Board).
* Consequences for first-time or minor AI-related academic integrity violations.
* Consequences for repeated or more serious AI-related academic integrity violations.

**NOTE:** Faculty may refer to the [linked examples](https://docs.google.com/document/d/1p-gEHkhtE7PyU1mwd82uBgg9W97Itj-mUYPnC_npEs0/edit?usp=sharing) for guidance in crafting their AI policy.

**Student Conduct Board (SCB):**

The Student Conduct Board consists of faculty, staff, and students appointed by the Dean for Student Engagement to assess whether a policy violation has occurred in accordance with the Code of Student Conduct. If a violation is confirmed, appropriate sanctions will be imposed. The Board meets as needed, up to twice a month, and receives formal training which consists of on-line at your own pace and in-person training.

Once we have faculty, staff and students we set the SCB dates and individuals are notified if we will need to meet for a hearing.

## Student Support Services and Resources

Waubonsee Community College is committed to your success, and has many free supports, services, and resources available to you. Please visit the [Waubonsee Cares](https://www.waubonsee.edu/student-experience/waubonsee-cares) page for links to basic needs (food, shelter, safety, etc.) support and resources both on campus and in the community. Please see the [Student Experience](https://www.waubonsee.edu/student-experience) page for more information and to get connected with Academic Support, Career Development, Counseling and Advising, Disability Resources, Student Life, Student Services, Technical Assistance Center, the Veterans Program, and many more! If you’re not sure what type of assistance you need, please talk to me and I will help get you connected.

## Course Schedule

Please check the current Waubonsee [Academic Calendar](https://calendar.waubonsee.edu/academic_calendar) for important dates.

| Week (Date) | Topic | Quizzes/Assignments (Due Date) |
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