Course Title

Course Number and Section
Semester and Year

Instructor: Name, Telephone Number, ext. XX with voice-mail (if applicable)
E-mail: URL
Academic Web Site: URL, if applicable
Office Hours: Days and Times, and/or By Appointment
Office: As applicable; if you are not assigned a specific space please state (adjunct shared office #)

Course Description
[Should be from the Curriculum Guide Course Description]

Course Outcomes
[Should be from the Curriculum Guide Course Statement]

Required Texts
[Text(s) title(s), author(s), edition. Supplementary Materials by title and author (like a FacPac). Non-required yet recommended texts if applicable]

Scantrons  [Optional-include only if you use scantrons for quizzes]
[Students are required to purchase scantrons from the bookstore for all exams. Scantrons are $.25 each.]

Attendance and Participation  [Include EITHER this statement suggested by Faculty Senate or one that meets the academic needs/requirements for your particular course, so long as you provide some reasonable way for students to make up missed work due to occasional absence for illness or emergency and so long as you provide some reasonable accommodation for public service absences such as jury duty. If your course is ONLINE please be clear about what, if anything, you count as “attendance.” The military service policy can only be altered with approval from Academic Affairs]

Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. I will excuse brief and occasional absences for reasons of, but not limited
to: illness, injury, family emergency, religious observance or participation in a College sponsored activity. (College sponsored activities may include required course field trips, SGA service, or other institutionally supported service.)

I will excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member and/or death of immediate family member. To petition for an excused absence, the student must provide the necessary documents no later than 5 days following the absence to the Assistant Dean of Student Affairs for review. If the absence is found excusable, I will permit the student to submit any missed work in a reasonable and agreed upon time frame and without penalty.

Military Service Absence
Service members called to or volunteering for active duty missions will be granted the following:

d) If the student meets ¾ of the term, they will receive their grade as it stands at the ¾ mark*.
e) If the student does not reach the ¾ point of the term, they will be backdated out of the term and all Tuition Assistance paid will be reimbursed to the entity that paid it.
f) Upon return from active duty, the student will be able to continue with their degree pursuit as if they had never left the institution.

Grading Policy
[A fairly detailed explanation of your grading system, including late policy/penalties, assignment values (point system, letter grade, etc.) You may wish to include a statement that specific assignments are subject to change depending on the speed with which the class progresses through the material or etc. If you do so, please include a statement about HOW you will notify students of these changes.]

Academic Accommodations
Students with physical, cognitive, or learning disabilities who seek accommodations should contact Disability Services, located in Room 119, at 447-6952, or email. Only students registered with the Disability Resources Office are permitted accommodations. All information will be kept confidential.

Academic Dishonesty
Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures, as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination, or to assign an “FX” in the course which signifies a failing grade due to academic dishonesty.

[State your course specific policy........(i.e.: first offense , assignment receives a grade of ‘0’)]]

Student Support Center, Donaldson Campus, Room 139
Hours of operation: 8 a.m. to 7 p.m. Monday through Thursday, 8 a.m. to 4 p.m. on Fridays. Tutors are available during those hours for most academic areas. There are 15 computers located in the Student Support Center for student use, which includes a printer and 2 scanners. Most software
packages used by instructors at Helena College are loaded on one or more of the computers. All services are free, with the exception of printing, for Helena College students. It is recommended that all students familiarize themselves with the Student Support Center and know what resources are available when needed. The open computer lab in Room 114 is also made available to students during these hours.

**Campus Bookstore**
The Bookstore is located on the Donaldson Campus on the south side of the building. All required course materials for all classes are available for purchase at the Bookstore, as well as supplies, electronics, snacks, and Helena College apparel. Book Vouchers may be used with a picture ID to purchase books and supplies. Bookstore hours are 8:00 a.m. to 4:30 p.m. Monday thru Thursday and 8:00 a.m. to 3:00 p.m. on Fridays, with special hours for Summer Session.

**Children On Campus**
It is the policy of Helena College-UM not to allow non-enrolled children, under the age of 18, of students, employees, or visitors in campus classrooms, laboratories, high-risk areas, work areas, store rooms, hallways, the library, and areas adjacent to classrooms, laboratories, or offices, except under circumstances as defined in this policy. A non-enrolled child who has an illness that prevents him or her from being accepted by a regular day care provider or school, particularly a child with an infectious disease, may not be brought to Helena College under any circumstances.

All Helena College policies shall adhere to and be consistent with applicable federal and state laws and regulations; Board of Regents’ policies and procedures; and The University of Montana’s policies and procedures.

**Emergency Campus Closure**
In the event of a campus closure due to weather, emergency or hazardous situation, students will be notified of the campus closure (and re-opening) via the Helena College website homepage, Facebook, and radio or television alerts. Students who have chosen to opt in to the emergency text message alert system will be sent text message updates via the mobile phone number registered with the system.

**Email Use**
The Helena College-UM email policy states that all official student email correspondence be sent only to a student’s college email address and that faculty and staff consider email from students official *only* if it originates from a HC-UM account. This allows the College to maintain a high degree of confidence in the identity of all individuals and the security of transmitted information. HC-UM furnishes each student with a free email account that is to be used in all communication with College personnel.

**Faculty Support Desk** *Optional Include if you allow students to drop off or pick up papers or assignments*
Students needing to drop off papers or pick up papers from instructors should visit the Faculty Support Desk located across from Faculty Office Suite 103 on the Donaldson campus. We refer to this as the “Red Envelope Service.” A photo ID is required to pick up any graded work.
Testing Center [Optional include only if you allow make-up testing. Please note the change that all makeup testing must now be scheduled at least 1 day in advance by students!! There is no “drop-in” makeup testing permitted.]

The Helena College Testing Center is located in room 208 on the Donaldson campus. Students attending classes at the Airport campus can request testing services at that campus and will be provided a location when the test is scheduled. Students granted approval by their instructor to take a makeup test or exam must schedule an appointment to do so at least 1 day in advance. There is no “drop-in” makeup testing permitted. To schedule your makeup test please send an email to makeuptest@umhelena.edu stating the instructor name, course, and the day/time you wish to schedule your test. Testing Center staff will respond to you with confirmation; in the event the requested time is unavailable due to lack of free seats in the center, alternative times will be offered. The Testing Center is also available by appointment through Disability Services for accommodative testing, and is sometimes used for other college testing such as placement tests.

Library Services
The library is located on the Donaldson campus, to the left just inside the main entrance, and is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. Onsite, the library is a place for quiet study and houses book, dvd and journal collections. A group study room can be reserved for two or more students, and you can also “Book a Librarian” for one on one research help. Online, from the library website, you will find a large collection of electronic resources available 24/7 -- databases of ebooks, encyclopedias, and journal articles as well as subject and class guides to help with your study and research – and accessible from any device with Internet access using your Helena College NetID. The librarians are available to help you with research in the library, by telephone and remotely through chat and email. Just “Ask a Librarian.”

Miscellaneous
[Your additional course policies, how assignments are to be formatted, breaks (for classes longer than 50 minutes) cell phones, etc.]

[Be sure to include this statement below or one similar]
NOTE: This syllabus is subject to change as deemed necessary by the instructor to fulfill the changing needs of the class.

Calendar/Course Outline
[This section is suggested/recommended. The days’ or weeks’ topics, reading and/or writing assignments, etc.; for example could be included]
Academic Rigor at the Helena College

We, the faculty members of the Helena College, believe that academic rigor, as a core value, helps promote lifelong learning and is an integral aspect of providing a substantive, responsive and accessible learning environment. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual and technical skills in an ethical manner. Rigor should pervade every aspect of the college: teaching and learning, curriculum, evaluation of student and faculty, outreach, admissions, advising, and student life.

Rigorous Teaching
Rigorous teaching permits faculty members to create learning environments that encourage students to grow in confidence, competence, and control. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1) Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2) Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3) Strive to be available to students outside of the classroom;
4) Strive to make assignments relevant, meaningful and challenging;
5) Strive to create opportunities for learning in ways geared to students’ diverse talents and abilities;
6) Strive to reduce, if not eliminate, the students’ perceived need to plagiarize and to challenge plagiarism should it occur; and
7) Strive to evaluate our courses and ourselves.

Rigorous Learning
To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty’s. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1) Set high expectations along with a strong sense of collegiate purpose;
2) Come to class prepared to work, and to submit assignments by the deadlines;
3) Make the most of their time with faculty members in and out of class;
4) Treat fellow students and the classroom with respect, and to participate in the academic process;
5) Manage their time so they can treat college as real work with real value;
6) Participate with complete honesty and integrity;
7) Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student’s own work;
8) Accept responsibility for learning and for the grades earned.

[Based upon the academic rigor statement of CSU-Chico.]