**Course Number and Section Number (EX: ACA 111 2IN1)**

**Title of the Course (EX: College Student Success)**

**Semester and Year (EX: Spring Semester 2025)**

**Credit Hours: 1**

**Contact Hours: 1**

**This course will be taught 0% Face-to-Face and 100% Online**

**Pre-requisites: None (Will contain Courses that are required to be taken before this course)**

**Co-requisites: None (Will contain Courses that are to be taken alongside of this course)**

**Class Meeting Day(s): Online**

**Meeting Time(s): Online**

**Instructor Contact Information**

Instructor Name: Jonathan Sasser

Instructor Email: jgsasser7020@roanokechowan.edu

Office number: (252) 862-1250 JER 09

Office Hours: M-T 8:00AM - 2:00PM

Virtual Hours: Appointment ONLY

**College Mission**

Roanoke-Chowan Community College, a member of the North Carolina Community College System and located in Hertford County, is a public, two-year institution of higher education offering associate degrees, diplomas, certificates, college and career readiness, and customized business and industry training in a variety of delivery modes promoting public service, transfer, and workforce development for a diverse student body, leading them to contribute to the vitality of an increasingly global community.

**Course Description**

Within this section your instructor will give a comprehensive overview of the course and what it aims for you to accomplish. More details will be given within this document and the course itself.

**Topics to be Covered in Course**

This section will contain the topics that are expected to be covered in the course. This information in this section may be contained in the previous Course Description section in some syllabi.

**Textbook and Required Supplies**

Will contain required literature and other resources necessary for completing the course. Your teacher will typically provide the knowledge on how best to acquire materials listed here. If they do not you should contact them for instructions.

**Grading Scale & Policies**

Assignments will be graded within **two** weeks of their due dates. Late submissions, when

permitted, will be graded by the semester's end. The final grade will be based on the following scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | 90-100% | **B** | 80-89% | **C** | 70-79% |
| **D** | 60-69% | **F** | 59% or lower |  |  |

**WP** (given when you drop or are dropped from course after the last date to drop without penalty if the student is passing at that time; does NOT affect a student’s overall GPA)

**WF** (given when you drop or are dropped from course for excessive absences after the last date to drop without penalty; is calculated into a student’s overall GPA as an “F”)

**Course Requirements**

Contains a description of the major assignments comprising the final grade, including the percentage each assignment counts toward the final grade. Other requirements that instructors find important may be included here as well.

**Course Evaluation**

Student evaluations of teaching and learning will be conducted online or in a campus computer lab during class. Students are encouraged to participate and provide meaningful feedback so that the quality of instruction can be enhanced for all curriculum programs.



**QEP Statement**

The college has chosen advising as its QEP topic, as the campus community believes that supporting you through strong academic advising and career coaching is critically important to your success, particularly with regard to transfer performance, persistence, and completion.

The college formed a QEP committee to identify the topic, and student feedback was included in the decision-making process. The committee engaged in the collection and analysis of data to identify gaps that impact student success outcomes and developed a plan for improvement. The comprehensive review led to the Quality Enhancement Plan: CAPS.

This model, “CAPS: Career, Advising, Path, Student Success” will support student success, retention, and completion, with implications for overall student learning.

After participating in CAPS, you will be able to do the following:

1. Identify clear goals and establish an educational and career plan with defined goals based on your personal interests and abilities.
2. Engage with advisors routinely to achieve academic success.
3. Achieve measurable progress toward your educational and career goals.

We encourage you to participate in the advising process fully and to have meaningful advising sessions marked by strong engagement on your part. Your academic and faculty advisors are committed to your success and want to work closely with you to develop your unique skills and abilities.

**General Education Outcomes**

Faculty members should indicate the general education outcomes identified for the particular course. The faculty member does not need to indicate *all* the college-wide general education outcomes, *just at least two that are relevant to the course*. The college-wide general education outcomes are listed in the *R-CCC Academic Catalog. The two outcomes chosen to be relevant to this class are:*

1. *Communicate effectively and purposefully in an oral capacity.*
2. *Utilize written communication to convey ideas.*
3. *Use digital technology to access, evaluate, and apply information to the needs or questions confronting them.*
4. *Demonstrate knowledge of their roles and responsibilities in a diverse world.*
5. *Apply critical thinking skills enabling them to think logically and solve problems.*
6. *Apply quantitative reasoning skills to solve problems.*

**Course-level Outcomes**

This section will contain skills that you are expected to have learned after completing this course.

Upon successful completion of the course, you will have:

1. Outcome 1

2. Outcome 2

3. And so on. . .

**Outline of Class Activities for the Course**

Within this section you will find a course outline showing a timeline of the course’s assignments, projects, papers, tests, guest speakers, etc.

**Make-up/Late Assignment Policy**

All assignments will be due on the assigned due date. Late assignments will only be accepted under exceptional circumstances. Whenever possible, students should discuss any potential delay in submitting work in advance. Acceptance of late work is up to the individual instructor and is handled on a case-by-case basis.

**Class Attendance/Withdrawal Policy**

This section will include how the course handles your attendance and the withdrawal policy. Below is the standard for the college but it may be stricter depending on the course.

It is your responsibility to withdraw from this and every R-CCC course you take if you do not wish to be enrolled in the course. Do not assume that you will be automatically dropped from the course just because you have stopped attending. After the 60% point in the course, any withdrawal from the course may be recorded as a “W,” “WP,” or “WF.” Per college policy, I may drop students who accumulate absences totaling 15% of total instructional course hours (for this course, 15% of total instructional course hours = XX hours).

**Electronic Communication Device Policy**

 Addresses cell phone and other electronic device usage during class

**Accommodations for Students with Disabilities**

The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential. For additional information, please refer to the *R-CCC Academic Catalog*. Any student seeking an accommodation should see the Dean of Student Affairs, Mrs. Danielle Ruffin.

**Wearing of ID Badges**

You are required to have and display your ID badge at all times when physically on this campus.

**Academic Integrity**

In addition to good academic performance, you should exhibit honesty and integrity. Proof of dishonesty/cheating will make you subject to disciplinary action.

**Plagiarism:**

Plagiarism occurs when writers take the ideas, facts, phrases, or sentences of another author without acknowledging the original source through appropriate citation methods. Some examples are as follows (this list is not exhaustive):

* Copying verbatim the work of another person without using quotation marks and a citation.
* Including a full References, Works Cited, etc. page with no in-text citations.
* Putting a single citation at the end of a full paragraph when other sentences in the paragraph are clearly from the cited author.
* Paraphrasing the original ideas of another person without citation.
* Obtaining a paper someone else has written and turning it in as your own.
* Submitting a paper for which you have already received credit in another course without seeking permission of the instructor.

**Artificial Intelligence and Plagiarism:**

Students are expected to generate their own work in this class. When you submit any kind of work (including projects, exams, quizzes, or discussions), you are asserting that you have generated and written the text unless you indicate otherwise by the use of quotation marks and proper attribution for the source.

Submitting content that has been generated by someone other than you or was created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as Chat GPT is cheating and constitutes a violation of the *Student Code of Conduct.* You may use simple word processing tools to update spelling and grammar in your assignments, with approval from your instructor, but you may not use AI tools to draft your work, even if you edit, revise, or paraphrase it. There may be opportunities for you to use AI tools in this class. Where they exist, your instructor will clearly specify when and in what capacity it is permissible for you to use these tools.

Explicitly state your penalties for plagiarism and/or academic dishonesty. Also, be clear as to whether or not you distinguish between intentional and unintentional plagiarism (blatant intellectual theft versus documentation errors).

It is your responsibility to offer proof that your assignment submissions are your work and that all source material used is cited appropriately. You should save all notes, drafts, etc. to offer as proof should there be a question about the validity of your work.

Repeated acts of academic dishonesty will be referred to the EVP of Academic & Student Affairs, who has the authority to administer more severe disciplinary actions according to the *Student Code of Conduct.*

**Accreditation**

Roanoke-Chowan Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

**Title IX Reporting**

Roanoke-Chowan Community College encourages students and employees to report sexual harassment/sexual violence to the college’s Title IX Administrators. Sexual harassment is a form of sex discrimination that is prohibited by Title IX. It creates a hostile environment that is inappropriate for an environment conducive to learning and working. The College takes this very seriously. We are dedicated to providing a safe environment for students and employees and will respond immediately, effectively, and fairly to all complaints. Incidents should be reported to the following:

**Compliance Officers**

Mrs. Danielle Ruffin

Dean of Student Affairs

PO Box 1248

Physical Address:

109 Community College Road

Ahoskie, NC 27910

Office: Student Services Building, Student Affairs Suite, Office: 111F

dpruffin4929@roanokechowan.edu

P 252-862-1267

Mrs. Kimberly Lassiter

Executive Director of Human Resources
kclassiter@roanokechowan.edu

PO Box 1248

Physical Address:

109 Community College Road

Ahoskie, NC 27910

Office: Jernigan Building, Room 103

P: (252) 862-1302