

Polk State College Procedure

Subject	Reference	Date	Number
Communicating Course Information to Students	DBOT 2.03	August 7, 2018	1001

I. Purpose

This procedure provides guidelines for directly communicating to students the standards, content, course topics, course objectives, and overall course expectations for each course offered by the College. There are two documents for communicating course information: the *Basic Course Information* (BCI) document and the *Course Syllabus*. The BCI document contains information that is common to all sections of a particular course. The *Course Syllabus* contains information that pertains to individual sections of a course. The *Course Syllabus* information may vary by professor, unless otherwise determined departmentally.

II. Procedure

A. BCI Documents and Course Syllabi:

The College supports and embraces academic freedom and integrity and provides for the right of all faculty members to establish classroom policies that create an environment that fosters student success. Faculty teaching in programs that are required by law, statute, or accrediting body to verify attendance shall include the attendance verification policy in their syllabi.

Faculty members shall provide each officially-enrolled student access to the *Basic Course Information* document (BCI) for the given course at the first class meeting. On their syllabus faculty will provide either a direct link to the BCI for the given course or a link to the general BCI page on the College website on the syllabus with instructions on how to access the course BCI. For distance education courses, the BCI will be posted in Canvas one week prior to the start of class. The BCI document provided for each course shall follow a standard format and shall include (at a minimum) the information listed below (in the sequence given).

Faculty shall also provide each officially-enrolled student with a *Course Syllabus* at the first class meeting. All course syllabi shall include (at a minimum) the information listed below. The format of the syllabus shall be at the discretion of the faculty member.

B. Approval and Record Retention of Course Documents:

1. Each BCI document shall be initially approved by the Academic Quality Council (AQC), and shall then be located in the BCI database on the Polk State College website. Requests to change BCI documents are made through the department coordinator or program director, and then forwarded to the academic and district deans. The *AQC Handbook* delineates the types of changes that must be approved by the AQC and the types of changes that can be facilitated by the academic and district deans. The District Office shall maintain the BCI database on the Polk State College website. In addition, the District Office shall maintain a "historical file" of all BCI documents used at the College until they are deemed obsolete or determined to have lost administrative value.
2. A copy of the *Course Syllabus* for each course taught by a professor shall be submitted electronically to the appropriate academic dean's office by the end of the first week of class during each semester. Each academic dean's office shall maintain files of the course syllabi for all courses offered at the campus for two (2) years.

C. Required Information for the BCI Document

1. **GENERAL COURSE AND COLLEGE INFORMATION:**

The following information shall be inserted in this section:

- a. The College's name
- b. The course prefix, number, and title
- c. Type of credit: lower-division credit, upper-division credit, vocational credit, or institutional credit
- d. AA elective: yes/no
- e. The Lakeland Campus Academic Dean, the location of his/her office, and the telephone number
- f. The Winter Haven Campus Academic Dean, the location of his/her office, and the telephone number

2. **CREDIT AND CONTACT HOURS, PREREQUISITES, AND COURSE DESCRIPTION:**

This information shall be copied verbatim from the current *Polk State Catalog*.

3. **POLK STATE COLLEGE MISSION AND PROGRAM OUTCOMES:**

One of the following paragraphs derived from the Polk State Mission Statement shall be inserted. The appropriate paragraph shall identify either the General Education outcome areas (for Associate in Arts degree courses), Developmental Education outcomes, or the Associate in Science (AS) or baccalaureate degree program outcomes upon which the course is based.

a. For Associate in Arts (AA) degree program courses (both General Education courses and AA electives) the following statement shall be inserted:

[Polk State College, a quality driven institution, transforms lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates, and workforce employment programs, delivered by diverse, qualified faculty and staff. In line with this purpose, Polk State's General Education courses develop competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, and 5) Global Socio-Cultural Responsibility. Students should review the *Polk State Catalog* for a complete description of these outcomes. This course focuses on the development of competencies related to the areas of....]

This statement can be completed as in the example given below.

Example:

3. Scientific and Quantitative Reasoning

Apply mathematical and scientific principles and methods to solve abstract and real-world problems.

4. Information Literacy

Demonstrate the ability to access, evaluate, incorporate, organize, and document information.

b. For Developmental Education courses, the following statement shall be inserted:

[Polk State College, a quality driven institution, transforms lives through the power of education by providing access to affordable associate degree, baccalaureate degree,

career certificate, and workforce employment programs, delivered by diverse, qualified faculty and staff. In line with this purpose, Polk State College's General Education courses develop competence in the areas of 1) Communication, 2) Critical Thinking, 3) Scientific and Quantitative Reasoning, 4) Information Literacy, and 5) Global Socio-Cultural Responsibility. The *Polk State Catalog* provides a complete description of these outcomes. Although this course assists in the development of competence in several of these areas, it is not a General Education course.]

c. For Associate in Science (AS) degree, baccalaureate degree, and workforce-related courses, the following statement shall be inserted:

[Polk State College, a quality driven institution, transforms lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates, and workforce employment programs, delivered by diverse, qualified faculty and staff. In line with this purpose, Polk State's Associate in Science and baccalaureate degree programs develop competence in various career-related skills. This course focuses on the development of competencies related to the following program outcomes...]

This statement can be completed by listing the Associate in Science or baccalaureate degree program outcomes that apply to the course.

4. **COURSE OBJECTIVES:**

In this section, course objectives shall be listed. For Associate in Arts degree courses, this section shall identify the General Education Course Outcome(s) that apply to the objective, as applicable. For Associate in Science degree, baccalaureate degree, and other workforce-related courses, this section shall identify the Program Outcome(s) that apply to the objective, as applicable.

Note: Each General Education Outcome or Program Outcome listed in the Polk State College Mission and Program Outcomes section must be linked to at least one course objective; however, every Course Objective does not need to be linked to a General Education Outcome or Program Outcome.

5. **COURSE CONTENT:**

This section shall provide a general outline or topic schedule for the course.

6. **COURSE MATERIALS (REQUIRED AND RECOMMENDED) AND OTHER REQUIREMENTS:**

In this section, the following statement shall be inserted:

[Textbook information is provided in the course syllabus, at the campus bookstore, on the campus bookstore website (www.polk.bncollege.com), or via the "Shop Textbooks" button on the PASSPORT schedule of classes.]

7. **COLLEGE-LEVEL COMMUNICATION AND COMPUTATION SKILLS:**

a. For all AA degree program courses, the following paragraph shall be inserted:

[State Rule 6A-10.030, requires each Associate in Arts (AA) degree program student to complete six credits of college-level mathematics; taking the appropriate General Education mathematics courses will satisfy the mathematics portion of the requirement.]

In addition, State Rule 6A-10.030 requires that each AA degree program student complete six credits of English courses, and six credits of additional courses in which the student demonstrates college-level writing skills through multiple assignments. Because Polk State uses a "Writing across the Curriculum" approach to meeting the writing requirement, in addition to the required composition courses, any of the required Social Sciences or Humanities courses will fulfill this writing requirement. A minimum grade of C is required for all courses used to fulfill the Communications and Mathematics areas of the General Education requirements.]

- i. If the course is ENC 1101 *College Composition I* or ENC 1102 *College Composition II*, the following statement shall be inserted:

[This course provides an intensive focus on writing and contains frequent writing assignments.]

- ii. If the course is a General Education course in Literature, the Social Sciences, or the Humanities, the following statement shall be inserted:

[This course provides emphasis on writing and contains a variety of writing assignments of varying lengths.]

- iii. If the course is a General Education course in Mathematics or Science, or it is an AA degree program course that is not included in the General Education curriculum, the following statement shall be inserted:

[This is not a writing emphasis course, but it may include writing assignments as a part of the course requirements.]

8. STUDENT HELP:

In this section, the following statement shall be inserted:

[The professor is available for help during posted hours and by appointment during other non-class hours. Each student is encouraged to seek assistance from the professor. To further the educational process, the Learning Resources Centers, comprised of the campus Teaching/Learning and Computing Centers (TLCCs), JDA Student Success Center, and campus libraries, are available for student use. Each resource provides qualified staff and up-to-date equipment and facilities to promote academic success. The TLCCs and JDA Student Success Center provide tutoring services, computing resources, and other instructional support. The library provides information resources, individual and group study space, research assistance, information literacy instruction, and computing resources. Each facility provides free wireless access to the Internet. The Polk State College Library, Student Success Center, and TLCC hours of operation and tutoring schedules are posted at each facility and on the College website.]

9. WITHDRAWING FROM A COURSE:

In this section, the following statement shall be inserted:

[A student may officially withdraw from a course during any given term, provided he or she follows the appropriate policy and procedure. Following the conclusion of the Drop period, students may officially withdraw without receiving a grade from any course, provided they do so no later than the published withdrawal deadline. The published deadline reflects approximately (but no more than) 70% of the term, based upon the course's scheduled duration. It is the student's responsibility to submit these withdrawal forms; failure to do so may result in a grade of F in the course. Under the *Forgiveness Policy*, a student is allowed only three attempts in any one course: one initial enrollment and two repeats. A student is not allowed to withdraw from a third course attempt. Limited

admission programs may have specific guidelines regarding course withdrawal that vary from this policy; these guidelines are listed in the specific program handbooks. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted. Prior to withdrawing from a course, the student should consult with the Financial Aid Office to determine what impact, if any, withdrawal from the course will have on his or her financial aid status. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who has been penalized for academic dishonesty in a course is not eligible to withdraw from the course.]

10. REPEATING A COURSE:

In this section, the following statement shall be inserted:

[Under the *Forgiveness Policy*, a student is allowed only three attempts in any one college credit course: one initial enrollment and two repeats. Under certain circumstances, a student may petition to repeat a credit course beyond the third attempt. Limited admission programs may have specific guidelines regarding repeating courses that vary from this policy; these guidelines are listed in the specific program handbooks. The student should be aware that repeating a course may result in a higher course cost. A course cannot be repeated unless the previously earned grade is a *D*, *F*, or *W* (the *Polk State Catalog* provides further details regarding this process). Prior to repeating a course, the student should consult with the Financial Aid Office to determine what impact, if any, repeating the course will have on his or her financial aid status.]

11. ACADEMIC DISHONESTY:

In this section, the following statement shall be inserted:

[Each student is responsible for his or her work. It is assumed that each student is honest and will abide by this standard; however, in the event that there is an indication or suspicion of cheating or plagiarism, the situation shall be dealt with in accordance with the published College policy. Copies of this policy are available in the Student Services Office. More specific information can be found in the *Course Syllabus*.

12. INFORMATION TECHNOLOGY ACCESS/USE POLICY:

In this section, the following statement shall be inserted:

[The information technology resources provided by Polk State College (this includes, but is not limited to, telephones, computers, the Polk State Local Area and Wide Area Networks, and the Internet) must be used for academic purposes only. Use of these resources is a privilege, not a right. Inappropriate use can result in revocation or suspension of this privilege.]

13. EQUAL ACCESS/ EQUAL OPPORTUNITY:

In this section, the following statement shall be inserted:

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker, Director, Equity and Diversity (Title IX Coordinator), 999 Avenue H NE,

Winter Haven, FL 33881; Office: WAD 227; Telephone: (863) 292-3602; e-mail:
vbaker@polk.edu.

14. EQUAL OPPORTUNITY FOR STUDENTS WITH DISABILITIES:

In this section, the following statement shall be inserted:

[The College complies with *The Americans with Disabilities Act* and provides equal educational opportunity for qualified individuals. A student with a disability who requires special accommodations or auxiliary aids under *The Americans with Disabilities Act* (ADA) should contact the Coordinator or Director of Disability Services.

Note: Limited admission programs may have performance restrictions that apply. Restrictions (where applicable) are outlined in each program's student handbook.]

15. DEPARTMENTAL POLICIES:

When applicable, departmental policies such as attendance policies, grading scales, and evaluative criteria that apply to all sections of the course may be inserted in this section.

D. Information in the Syllabus

1. Required Information

a. General Course Information:

This section shall contain the:

- i. Course title, number, and section number
- ii. Semester for the course offering
- iii. Class meeting days and times and the classroom number(s)
- iv. Link to the BCI for the course

b. Instructor Information:

This section shall contain the name of the instructor, his/her Polk State College telephone number and office location, the instructor's Polk State e-mail address, and the posted office hours for the instructor.

c. Course Materials and Other Information:

This section shall include the title(s), author(s), and edition(s) of all required texts, as well as any other required or recommended materials.

d. Attendance Policy

e. Work Missed (policies for making up missed work)

f. Evaluative Criteria (the instructor's grading policy)

g. Withdrawal Deadline

h. Course Calendar

This section shall include:

- i. A tentative schedule of topics
- ii. A tentative schedule of tests
- iii. The due dates for major assignments

i. Final Exam time and date

j. Academic Dishonesty Policy (including penalties)

k. Use of a Plagiarism Detection Service (if applicable)

This section shall contain a statement regarding the use of a plagiarism detection service and/or the Originality Check feature in Canvas.

i. If students are required to submit papers to a plagiarism detection service via the Canvas Assignment, the following statement shall be inserted:

[This course utilizes an automatic plagiarism detection service. Papers will be submitted to the service upon submission to the selected Canvas assignment. Each student must remove his or her name from papers prior to submission. More information about this service can be found at: (insert

service URL).]

- ii. If the instructor submits only select papers to a plagiarism detection service, the following statement shall be inserted: (Note: Instructors must remove the student's name and other personal information prior to submission to an outside service.)

[This course utilizes an automatic plagiarism detection service. Papers may be submitted to this service to check for originality. More information about this service can be found at: (insert service URL).]

2. Suggested Information

The following information may also be included at the instructor's discretion:

- Description of major assignments
- Instructional methods
- Supplementary readings or course reserve readings at the library
- Additional resources (e.g., websites)
- Tips and strategies for success
- Additional administrative and academic policies that pertain to the class
- The following statement may be included with the attendance policy:
 [Although the professor has the right to withdraw a student in accordance with the course attendance policy, it is ultimately the student's responsibility to withdraw from the course.]

History:	Adopted:	4.6 9401.3A, June 24, 1975
	Renumbered/Revised:	1001, August 10, 1979
	Revised:	July 27, 1982; February 16, 1998; August 24, 2000;
		November 14, 2006; June 30, 2009; December 10, 2009; March 25, 2010; January 25, 2011; April 19, 2014 and August 22, 2014; April 14, 2015; December 6, 2017, August 7, 2018

	8/7/2018		8/7/2018
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/7/2018
President's Approval			Date