NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number:        BIOL 299
Course Title:              Independent Study

Division: Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)
Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Three (3)
Effective Date: Fall 2013
Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

An individually structured course. The anticipated time and effort required by the complexity of the area of study will determine applicable credit hours (1-3). Class assignments and workload will be established on a contract basis. Students can generally anticipate one contact hour per credit hour per week in the form of appointments with the instructor, consultation with project personnel, class work, and report and progress sessions.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on Inside NC.

http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
   • identifying rights and responsibilities of citizenship,
• identifying how human values and perceptions affect and are affected by social diversity,
• identifying and interpreting artistic expression.

2. Live a healthy lifestyle (physical, intellectual, social) through:
• listing factors associated with a healthy lifestyle and lifetime fitness,
• identifying the importance of lifetime learning,
• demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.

3. Communicate effectively through:
• developing effective written communication skills,
• developing effective oral communication and listening skills.

4. Think analytically through:
• utilizing quantitative information in problem solving,
• utilizing the principles of systematic inquiry,
• utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Course competencies will be listed on the contract for individualized instruction.

MINIMUM COURSE CONTENT

The course outline will be listed under content and schedule on the contract for individualized instruction.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The requirements and methods of evaluation will be listed on the contract for individualized instruction.

Percent of Top Score Letter Grade

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>80-89.9%</td>
<td>B</td>
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<td>70-79.9%</td>
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<tr>
<td>60-69.9%</td>
<td>D</td>
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<tr>
<td>&lt;60%</td>
<td>F</td>
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ASSESSMENT OF STUDENT GAIN

The administrations of a comprehensive final consisting of multiple choice, true/false, matching, essay, or other questions types.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student’s absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar’s office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar’s notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student’s planned participation in the event. Ultimately it is the student’s responsibility to notify the instructor in advance of the planned absence.

**ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

**ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

**NOTE:**
Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

**NOTE:**
If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify studentdevelopmentteam@neosho.edu, Chanute Campus, 620-431-2820, ext. 213., or Ottawa Campus, 785-242-2067 ext. 305, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

**COURSE NOTES**