

## INSTITUTIONAL DIRECTIVE 8-2

March 14, 2005

### Title: Academic Course Operating Standards

#### I. Purpose

The purpose of this directive is to set forth the minimum standards for conducting an academic course at Piedmont Technical College.

#### II. Policy

It is the policy of Piedmont Technical College to set minimum standards for all academic courses offered as a part of the instructional program.

#### III. Responsibilities

- A. The Vice President of Academic Affairs/Chief Educational Officer is responsible for the maintenance of minimum standards in all college academic courses.
- B. Division Deans are responsible for the maintenance of minimum course standards in all courses offered on-campus, off-campus and by Internet by their division regardless of whether or not the course is offered in the delivery mode of a traditional, PEN or web-based course.
- C. Department Heads are responsible for the maintenance minimum standards in all courses taught by full-time and part-time instructors, on-campus, off-campus and by Internet by their departments regardless of whether or not the course is offered in the delivery mode of a traditional, PEN or web-based course.
- D. Each instructor is responsible to maintain minimum standards stated in Course Guide for each course taught regardless of whether or not the course is offered in the delivery mode of a traditional, PEN or web-based course.
- E. All course guides must be reviewed by Divisional Dean and approved by the Vice President of Academic Affairs/Chief Educational Officer.

#### IV. Standards

##### A. Instructor Attendance

Instructors are expected to meet all their scheduled classes. Instructors teaching online courses are expected to interact with the students in their online class at least twice weekly and respond to individual students email messages within 72 hours. Instructors who expect to be absent from their classes should confer with their department head. Planned and emergency absences should be reported immediately to the Division Dean via the Department Head. Division Dean should report to the respective off-campus Dean any instructor unable to meet.

Office of Responsibility: Vice President of Academic Affairs/Chief Educational Officer

## B. Course Guide

A current course guide should be established for each course that is listed in the college's catalog and filed in the office of the Vice President for Academic Affairs/Chief Educational Officer. Each academic division shall also maintain on file a copy of all current course guides. Guides shall be reviewed annually and revised should any changes be made in the information contained in the guide.

1. All course guides shall contain the following information regardless of whether or not the course is offered in the delivery mode of a traditional, PEN or web-based course.
  - a. Course information (i.e. title, number, and description, class/laboratory hours and credit hours)
  - b. Prerequisite requirements
  - c. Textbook information
  - d. Rationale
  - e. Course related program competency(s)
  - f. Course goals
  - g. Course objectives
  - h. Course outline
  - i. Course policies
  - j. Methods of assessment, including dates of examinations
  - k. Date of prep/revision
  - l. Signatures
2. Each course guide shall be developed using the appropriate online template depending on whether the course is a traditional, online, or web-enhanced course. (See Attachments)

## C. Student Information

1. On the first meeting of each class period of a traditional or web-enhanced course the instructor will supply to students in writing a course guide that contains a synopsis of items (a-j) plus the schedules of office hours of the instructor.
2. During the first week of instruction of an online course, the instructor shall post a non-graded assignment requiring students to review the online course guide.

D. Final examinations and other summative assessment activities of student learning shall be held during the last scheduled class meeting. Courses which use formative assessment techniques to determine student learning and, thus, do not require final examination will conduct classes through the last day of the semester.

## E. Instructional Period

Each instructor will observe the following time guidelines when conducting classes:

1. Measurement Requirements
  - a. Academic classroom instruction is measured at no more than one (1) credit hour for fifty (50) minute period a week for a standard term.
  - b. Laboratory instruction is measured at no more than one (1) credit hour for three (3) 50-minute periods (150 minutes) of laboratory a week for a standard term.

2. Definitions
  - a. Academic (classroom) instruction generally refers to the dissemination of information through a variety of methods with the instructor as classroom manager.
  - b. Laboratory instruction generally refers to a structured student centered teaching/learning experience in which the student acquires knowledge through experimentation, observation, and practice in a field of study.
  - c. Clinical instruction generally refers to a structured experience with instructor supervision, either on or off campus in which the student acquires practice in a field of study.
  - d. Work experience generally refers to a, supervised work experience, work experience, supervised field experience, internship, on-the-job training, apprenticeship and other like courses that may be directly supervised by the instructor or a mentor in the field. Work experience provides the student with an employment type situation that is directly related to, and coordinated with, the educational program and is planned and coordinated by an instructional representative of the college with the employer.
3. Breaks
  - a. The time interval between classes will not exceed fifteen (15) minutes.
  - b. Rest periods for laboratory/shop classes will not exceed ten (10) minutes per hour.
4. Glossary/Guide component explanations
  - a. Program Competencies (PC): broad skills and knowledge base that will enable graduating students to enter the job market or continue their education goals. A copy of the competencies for each program can be obtained from the office of Curriculum.
  - b. Course-Related Program Competency (CRPC): one or more of the program competencies that are related to this course. These course related program competencies are contained in the "Competency-Course Correlation Study." A copy for each program can be obtained from the office of Curriculum. The "General Competencies" are applicable to general education courses.
  - c. Course Goals (CG): broad statements that identify knowledge or sub-skills covered in the course which culminate in the development (mastery) of one or more program competencies. These statements are general in nature. Typically these statements are not more than 3 or 4 in number and do not have to be stated in measurable terms.
  - d. Course Objectives (CO): identifies what the student must know or be able to do in order to achieve each course goal. These statements are very specific and stated in measurable terms.
  - e. Course Outline: a brief outline of course content and sequence that identifies specific sequence of content coverage. It may also include time frame coverage, text references, and test schedules. The length may vary considerably.
  - f. Methods of Assessment: a brief description of how the instructor determines the extent of mastery of the goals and objectives covered by the course. All

methods of assessment, grading and evaluation should be identified. Examples include: pen/paper tests, lab check sheets, portfolio, senior thesis, senior projects, etc.

- g. Traditional Course: a course in which all instructional strategies and communications are planned and executive synchronously according to a class schedule which prescribes the time and location of all instruction and class meetings.
- h. Web-enhanced Course: a traditional course in which Web-based technology is used to support course administration components (i.e., syllabus, course requirements, bibliography of resources, instructor consultant, etc.) and student-instructor communication.
- i. Online Course: a course in which all instructional strategies and communications are planned and executive asynchronously around the communications and content resources available via the Internet, a Web browser and WebCT irrespective of students having to receive a particular units of instruction at a specific location or at a particular time. The interaction and communications between student-instructor and student-student are flexible and asynchronous.
- j. Rationale: an explanation that relates the content of a course to the interests and needs of the student. The rationale generally answers the "so what?" questions the student may ask. It should explain how the course fits into the student's curriculum, and should be a convincing statement of why the student should spend his time mastering the course of study. This is not a course description and should not be simply a restatement of the course outline. The rationale should be motivational in nature and should answer the question "Why do I need this course?"

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**Original on File**      **3/14/05**  
**Approved for Publication**      **Date**

## Conventional Syllabus

**Course Information**

<b>Course title</b>	Blank
<b>Course number</b>	Blank
<b>Course discipline</b>	Blank
<b>Course description</b>	Blank
<b>Course date</b>	Monday, January 12, 2004 through Friday, May 7, 2004
<b>Location</b>	Blank
<b>Meeting day(s)</b>	Blank
<b>Meeting time(s)</b>	Blank
<b>Prerequisite(s)</b>	Blank

**Credit Hours**

<b>Total</b>	Blank
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**Instructor Information**

<b>Name</b>	Blank
<b>Email</b>	Blank
<b>Office location</b>	Blank
<b>Office Hours</b>	Blank
<b>Phone Number</b>	Blank

**Required and Recommended Instructional Material**

<b>Required Reading(s)</b>	Blank
<b>Additional required and/or supplemental reading(s)</b>	Blank

**Rationale**

<b>Why do I need this course?</b>	Blank
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**Course-Related Competencies**

**Program Competencies** Blank

**Course Goals**

Blank

**Course Objectives**

Blank

**Course Policies**

**The Attendance Policy, Definitions, and Student Responsibilities**

**Attendance Policy**

Students are expected to attend all classes. Recognizing that situations may arise to prevent such attendance, however, the following policy is set forth to address these situations.

Students may be absent for 5 percent of class meetings for avoidable absences, and no more than an additional 10 percent of class meetings for unavoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings.

Attendance for less than a full class period may be counted as one-third of an absence.

**Definitions**

**Avoidable absence:** An absence where a student voluntarily misses class for non-emergency reason (i.e., sleep late, go hunting, shopping, etc.).

**Unavoidable absence:** Absences caused by a situation or set of circumstances which were unforeseen and over which the student has no control (i.e., automobile accident, death in immediate family, child ill, or work schedule change, etc.).

Extreme circumstance: **Absences which are unforeseen and of which the student has no control that occur in extended intervals of time to a student who has the potential to pass the course through make-up.**

**Student Responsibilities**

- Understand the college’s attendance policy and the make-up procedures followed in each class.
- Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.

- Understand the importance of attending the class and being prompt to class.
- Promptly communicate to the course instructor any problems affecting his or her attendance to class or change in enrollment status.
- Provide verification of reason for class absences if requested by an instructor.
- Attend class on a regular, consistent basis unless there are unavoidable circumstances preventing attendance.
- Be committed to completing class work and fulfilling class obligations to other students in the class.
- Show respect for the instructor and other students, communicate concerns clearly, and use appropriate grievous complaint channels, if needed, should misunderstandings occur.

## College Honor Code

Piedmont Technical College is a leader in the opportunities provided for students by distance learning. High standards of academic integrity and classroom behavior are required to facilitate an appropriate learning environment and to foster a high standard of personal integrity and professionalism.

### I. Academic Integrity

Academic Integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and may result in a failing grade and disciplinary action. Forms of academic dishonesty include the following:

**Plagiarism** – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.

**Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.

**Collusion** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

**Fabrication** – altering or transmitting, without authorization, academic information or records.

Sanction for Academic Dishonesty: Each incident of academic dishonesty will be reported in writing to the Chief Student Services Officer. The

sanction for the first incident of academic dishonesty will be a score of zero on the particular item being submitted. A second incident of academic dishonesty will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

**II. Behavioral Integrity**

Each student is expected to conduct himself/herself in a manner that facilitates learning in the classroom environment. Attitudes and behaviors that nurture character and ethical behavior include the following core values:

**Respect** – Showing regard, consideration, and courtesy for the rights and feelings of students and employees and conducting oneself in a mature, dignified manner.

**Responsibility** – Distinguishing between right and wrong and being held accountable for one’s actions.

**Honesty** – being truthful, respecting the property of others, and demonstrating integrity.

**Self-Discipline** – Controlling one’s actions and attitudes so as not to inflict emotional and physical harm on others.

Sanction for Behavioral Disruptions: An instructor may dismiss any student who causes a behavioral disruption for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and a referral in writing by the faculty member to the Chief Student Services Officer. A second incident of Behavioral Disruption will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

Assessment	
<b>Midterm Grading Scale</b>	At the midpoint of each term, the instructor will assign a midterm grade for each student. The following grade designations will be used: S = Satisfactory; M = Marginal; U = Unsatisfactory; W = Withdrawal
<b>Final Grading Scale</b>	At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student. The following grade designation will be used: A = 94-100; B = 85-93; C = 75-84; D = 70-74; F = 69 and below; W = Withdrew; WF = Withdrew Failing
<b>Final Course Grade Explanation</b>	Blank





**Online Syllabus****Course Information**

<b>Course title</b>	Blank
<b>Course number</b>	Blank
<b>Course discipline</b>	Blank
<b>Course description</b>	Blank
<b>Course date</b>	Monday, January 19, 2003 through Friday, May 7, 2004
<b>Location</b>	Internet Course
<b>Meeting day(s)</b>	Blank
<b>Meeting time(s)</b>	Blank
<b>Prerequisite(s)</b>	Blank

**Credit Hours**

<b>Total</b>	Blank
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**Instructor Information**

<b>Name</b>	Blank
<b>Email</b>	Blank
<b>Office location</b>	Blank
<b>Virtual Office Hours</b>	Blank
<b>Phone Number</b>	Blank

**Required and Recommended Instructional Material**

<b>Required Reading(s)</b>	Blank
<b>Additional required and/or supplemental reading(s)</b>	Blank

**Rationale**

<b>Why do I need this course?</b>	Blank
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**Course-Related Competencies**

**Program Competencies** Blank

## Course Goals

**Course Goals** Blank

## Course Objectives

Blank

## Course Policies

**Introduction and Attendance Policy** Blank

Students must log into the course at least once a week. Failure to do so may result in the student being dropped from the course. Many financial aid sources require students to submit signed attendance sheets either weekly or monthly. Instructors use course management tracking tools to establish that a student has met the attendance requirement.

**College Honor Code** **College Online Honor Policy:** I pledge to strictly adhere to the following conditions:

1. I will not divulge my username or password to anyone.
2. I, and only I, will post answers to course assignments using my username and password.
3. I, and only I, will take the on-line exams using my username and password.
4. I understand that the on-line exams are closed book and I will not refer to my textbook while taking the exams (unless explicitly told otherwise by my instructor).
5. I will not divulge the content of the on-line exams to any other student, whether enrolled in the course or not.
6. I will report any violations of this honor code to the instructor.

I understand the violation of this honor code will constitute a violation of the South Carolina TECH Student Code and Grievance Procedure and I will be subject to the appropriate sanctions as described on page 53 in the Piedmont Technical College Catalog 2002 – 2004.

**Plagiarism** Plagiarism is submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment. Instructors may use Trunitin.com for the detection of plagiarism.

## Assessment

**Mid-Term Grading Scale** At the mid-point of each term, the instructor will assign a mid-term grade for each student. The following grade designations will be used: S = Satisfactory; M = Marginal; U = Unsatisfactory; W = Withdrawal)



## Confidentiality of Email & Online Materials

All students' email addresses may be available to other students in the class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure, nor guarantee of the privacy of your email.

The use of Piedmont Technical College's website, email service and WebCT software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions, include, but are not limited to the inappropriate use of email and discussion boards for harassment, unlawful solicitation, and "spamming" and use of editing tools within WebCT software to create offensive material and/or to link to inappropriate materials.

**Online Syllabus****Course Information**

<b>Course title</b>	Blank
<b>Course number</b>	Blank
<b>Course discipline</b>	Blank
<b>Course description</b>	Blank
<b>Course date</b>	Monday, January 19, 2003 through Friday, May 7, 2004
<b>Location</b>	Internet Course
<b>Meeting day(s)</b>	Blank
<b>Meeting time(s)</b>	Blank
<b>Prerequisite(s)</b>	Blank

**Credit Hours**

<b>Total</b>	Blank
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**Instructor Information**

<b>Name</b>	Blank
<b>Email</b>	Blank
<b>Office location</b>	Blank
<b>Virtual Office Hours</b>	Blank
<b>Phone Number</b>	Blank

**Required and Recommended Instructional Material**

<b>Required Reading(s)</b>	Blank
<b>Additional required and/or supplemental reading(s)</b>	Blank

**Rationale**

<b>Why do I need this course?</b>	Blank
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**Course-Related Competencies**

**Program Competencies** Blank

## Course Goals

**Course Goals** Blank

## Course Objectives

Blank

## Course Policies

**Introduction and Attendance Policy** Blank

Students must log into the course at least once a week. Failure to do so may result in the student being dropped from the course. Many financial aid sources require students to submit signed attendance sheets either weekly or monthly. Instructors use course management tracking tools to establish that a student has met the attendance requirement.

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2. I, and only I, will post answers to course assignments using my username and password.
3. I, and only I, will take the on-line exams using my username and password.
4. I understand that the on-line exams are closed book and I will not refer to my textbook while taking the exams (unless explicitly told otherwise by my instructor).
5. I will not divulge the content of the on-line exams to any other student, whether enrolled in the course or not.
6. I will report any violations of this honor code to the instructor.

I understand the violation of this honor code will constitute a violation of the South Carolina TECH Student Code and Grievance Procedure and I will be subject to the appropriate sanctions as described on page 53 in the Piedmont Technical College Catalog 2002 – 2004.

**Plagiarism** Plagiarism is submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment. Instructors may use Trunitin.com for the detection of plagiarism.

## Assessment

**Mid-Term** At the mid-point of each term, the instructor will assign a mid-term





disability is maintained in accordance with the Family Educational Rights and Privacy Act of 1976.

### Confidentiality of Email & Online Materials

All students' email addresses may be available to other students in the class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure, nor guarantee of the privacy of your email.

The use of Piedmont Technical College's website, email service and WebCT software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions, include, but are not limited to the inappropriate use of email and discussion boards for harassment, unlawful solicitation, and "spamming" and use of editing tools within WebCT software to create offensive material and/or to link to inappropriate materials.

### Web Enhanced Syllabus

#### Course Information

<b>Course title</b>	Blank
<b>Course number</b>	Blank
<b>Course discipline</b>	Blank
<b>Course description</b>	Blank
<b>Course date</b>	Monday, January 12, 2004 through Friday, May 7, 2004
<b>Location</b>	Blank
<b>Meeting day(s)</b>	Blank
<b>Meeting time(s)</b>	Blank
<b>Prerequisite(s)</b>	Blank

#### Credit Hours

<b>Total</b>	Blank
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#### Instructor Information

<b>Name</b>	Blank
<b>Email</b>	Blank
<b>Office location</b>	Blank

**Office Hours**      Blank

**Phone Number**    Blank

### Required and Recommended Instructional Material

**Required Reading(s)**      Blank

**Additional required and/or supplemental reading(s)**      Blank

### Rationale

**Why do I need this course?**      Blank

### Course-Related Competencies

**Program Competencies**      Blank

### Course Goals

Blank

### Course Objectives

Blank

### Course Policies

**The Attendance Policy, Definitions, and Student Responsibilities**      **Attendance Policy**

Students are expected to attend all classes. Recognizing that situations may arise to prevent such attendance, however, the following policy is set forth to address these situations.

Students may be absent for 5 percent of class meetings for avoidable absences, and no more than an additional 10 percent of class meetings for unavoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings.

Attendance for less than a full class period may be counted as one-third of an absence.

**Definitions**

**Avoidable absence:** An absence where a student voluntarily misses class for non-emergency reason (i.e., sleep late, go hunting, shopping, etc.).

**Unavoidable absence:** Absences caused by a situation or set of circumstances which were unforeseen and over which the student has no control (i.e., automobile accident, death in immediate family, child ill, or work schedule change, etc.).

Extreme circumstance: **Absences which are unforeseen and of which the student has no control that occur in extended intervals of time to a student who has the potential to pass the course through make-up.**

### **Student Responsibilities**

- Understand the college's attendance policy and the make-up procedures followed in each class.
- Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.
- Understand the importance of attending the class and being prompt to class.
- Promptly communicate to the course instructor any problems affecting his or her attendance to class or change in enrollment status.
- Provide verification of reason for class absences if requested by an instructor.
- Attend class on a regular, consistent basis unless there are unavoidable circumstances preventing attendance.
- Be committed to completing class work and fulfilling class obligations to other students in the class.
- Show respect for the instructor and other students, communicate concerns clearly, and use appropriate grievous complaint channels, if needed, should misunderstandings occur.

### **College Honor Code**

High standards of academic integrity and classroom behavior are required to facilitate an appropriate learning environment and to foster a high standard of personal integrity and professionalism.

#### **I. Academic Integrity**

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and may result in a failing grade and disciplinary action. Forms of academic dishonesty include the following:

**Plagiarism** – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.

**Cheating** – using or attempting to use unauthorized materials on an

examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.

**Collusion** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

**Fabrication** – altering or transmitting, without authorization, academic information or records.

Sanction for Academic Dishonesty: Each incident of academic dishonesty will be reported in writing to the Chief Student Services Officer. The sanction for the first incident of academic dishonesty will be a score of zero on the particular item being submitted. A second incident of academic dishonesty will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

## **II. Behavioral Integrity**

Each student is expected to conduct himself or herself in a manner that facilitates learning in the classroom environment. Attitudes and behaviors that nurture character and ethical behavior include the following core values:

**Respect** – Showing regard, consideration, and courtesy for the rights and feelings of students and employees and conducting oneself in a mature, dignified manner.

**Responsibility** – Distinguishing between right and wrong and being held accountable for one's actions.

**Honesty** – being truthful, respecting the property of others, and demonstrating integrity.

**Self-Discipline** – Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.

Sanction for Behavioral Disruptions: An instructor may dismiss any student who causes a behavioral disruption for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and a referral in writing by the faculty member to the Chief Student Services Officer. A second incident of Behavioral Disruption will result in further disciplinary action, up to and including suspension from the college, according to the Student Code of the South Carolina Technical College System.

**Online Honor Code**

**College Online Honor Policy:** I pledge to strictly adhere to the following conditions:

- 7. I will not divulge my username or password to anyone.
- 8. I, and only I, will post answers to course assignments using my username and password.
- 9. I, and only I, will take the online exams using my username and password.
  
- 10. I understand that the online exams are closed book and I will not refer to my textbook while taking the exams (unless explicitly told otherwise by my instructor).
- 11. I will not divulge the content of the online exams to any other student, whether enrolled in the course or not.
- 12. I will report any violations of this honor code to the instructor.

I understand the violation of this honor code will constitute a violation of the South Carolina TECH Student Code and Grievance Procedure and I will be subject to the appropriate sanctions as described on page 53 in the Piedmont Technical College Catalog 2002 – 2004.

**Assessment**

**Midterm Grading Scale** At the midpoint of each term, the instructor will assign a midterm grade for each student. The following grade designations will be used: S = Satisfactory; M = Marginal; U = Unsatisfactory; W = Withdrawal

**Final Grading Scale** At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student. The following grade designation will be used: A = 94-100; B = 85-93; C = 75-84; D = 70-74; F = 69 and below; W = Withdrew; WF = Withdrew Failing

**Final Course Grade Explanation** Blank

**Grade Appeals** If a student feels that he or she has grounds for challenging a grade, the appeal must take place within one calendar year of grade issuance. A grade cannot be contested after a year has passed

**Course Assignment Schedule**

Module or Unit	Description of Assignments	Estimated Time (Hours)	Points/percent	Due Date


**Technical Support**

**How to get technical help** Visit [http://www.ptc.edu/dlGetting\\_Help.htm](http://www.ptc.edu/dlGetting_Help.htm) to learn more about WebCT, testing your computer, and other technical support information.

**Accommodations**

**Section on Accommodations for ADA** Students with documented disabilities needing accommodations are encouraged to discuss their needs with the instructor either by email or by making an appointment during office hours and by contacting the designated counselor in the college's Student Success Center at (864) 941-8641 or at <http://www.ptc.edu/>. Confidentiality of student's disability is maintained in accordance with the Family Educational Rights and Privacy Act of 1976.

**Confidentiality of Email & Online Materials**

All students' email addresses may be available to other students in the class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure nor guarantee of the privacy of email.

The use of Piedmont Technical College's website, email service and WebCT software for the creation and distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions include, but are not limited to, the inappropriate use of email and discussion boards for harassment, unlawful solicitation, "spamming," and use of editing tools within WebCT software to create offensive material or to link to inappropriate materials.