



## Ocean County College

# Professor's Syllabus for Elearning Sections

Professor's Name: (Specify address title: Dr., Mr., Mrs., Ms., Prof.)

Course Title and Number:

Catalog Description: (From the current catalog)

Semester:

Office Location: (not required for adjuncts or full-time faculty in semesters other than fall and spring)

Phone Number: [not required for adjuncts, who may provide their department number or the Office of Evening/Weekend Services number: (732) 255-0400 X432]

E-Mail Address: [firstname.lastname@ocean.edu](mailto:firstname.lastname@ocean.edu) and [firstname\\_lastname@occ.mailcruiser.com](mailto:firstname_lastname@occ.mailcruiser.com) (All faculty members have two email accounts.)

Office Hours: (not required for adjuncts)

Other Meeting Times: To arrange a meeting with your instructor in addition to the regularly scheduled office hours, please contact your instructor directly or contact the Department of \_\_\_\_\_ (Phone: \_\_\_\_\_/ Email \_\_\_\_\_).

Required Text and other Materials:

Course Learning Outcomes/Objectives (from the Official Course Description):

General Education Goals Addressed in the Course (from the Official Course Description):

Course Standards: (Papers on time, class participation, testing policies, withdrawal policy, etc. Define participation and, if this is included in the final grade, how it is measured and what it is worth.)

Attendance Policy:

Grading scale: (i.e., A = 90 - 100)

Course Outline:

Statement of Plagiarism: (suggested phrasing) Students should refer to the student handbook and review Policy #5180. Consider defining plagiarism.

Statement about Civility: (ex., online classroom behavior, online netiquette) [See [www.ocean.edu/civility.htm](http://www.ocean.edu/civility.htm)]

Evaluation of student: (Weight and number of tests and quizzes, papers, projects, class participation, attendance)

Campus resources and services: (Let students know that there is tutoring available [a] in the Writing Center for all subject areas, not just English courses, and [b] in the Mathematics Tutoring Center. In addition, Student Success Seminars are scheduled each week and are posted on the college website under "Campus Resources and Services." More information on college services can be found by using the A-Z index on the college website (for example, under "T" for Tutoring or under "S" for Study Strategy Sessions.)

Statement of Accommodation: If there is any student in this class who has special needs because of learning disabilities or other kinds of disabilities, please feel free to come and discuss this with me or a staff member in the Center for Academic Excellence.

Disclaimer: Individual faculty members may make reasonable changes to this course outline exclusive of course requirements, course calendar, and grading procedures.

All individuals should not assume that anything received, sent, or stored in this course or in any course is private. Students' written work, assignments, and test results may be used anonymously for college assessment purposes. Course content, support materials, and communications (including chats, discussions, emails, and any other forms of communication) may be used for quality assurance purposes by authorized college administrators.

#### Important Notes

Ocean Cruiser is the official email communication for students at OCC (firstname\_lastname@occ.mailcruiser.com)

Failure to pay for this course may result in your being dropped for non-payment.