

SYLLABUS

Course Prefix/Number - Credit Hours

Couse Title

Term/Course Section #

Instructor’s Name:

Telephone Number:

Email Address(es) / Other Contact Information:

Office Hours (Day, Time, Location):

Course Meeting Time:

Course Description:

Course Intended Outcomes:

Text Book and Materials:

Required:

Supplemental:

Grading/Exam System:

Academic Dishonesty Policy:

Attendance Policy:

Last Date to Drop With Refund:

Last Date to Withdraw Without Refund:

Consequences of Dropping or Withdrawing: Dropping or withdrawing may have an impact on financial aid, veteran’s benefits, or international student visa status.  Students are encouraged to consult with a financial aid, the VA certifying official, or the international student advisor, as appropriate, prior to dropping or withdrawing from class.

Instructional Methods (including examination policies):

Assignments:

Tentative Lecture/Course Schedule:

Cell Phone Policy:

Academic Adjustment Statement: Although the Office of Services to Students with Disabilities notifies instructors of any authorized student academic adjustments, students receiving such academic adjustments are required to contact their instructor directly to make appropriate arrangements for receiving the authorized academic adjustments. The student is responsible for contacting the instructor once the student is approved for an academic adjustment.

Recording of Class Sessions:

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use.  A class lecture is defined as a formal or methodical oral presentation as part of an HCC course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is prohibited.  Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member.  Failure to adhere to these requirements may constitute a violation of the HCC Student Code of Conduct.

Student Assistance Program: HCC’s Student Assistance Program offers resources tailored to student life, providing you with the right tools to help you through some of life's toughest challenges. The college has contracted Baycare Health Management to provide free, professional, confidential counseling by telephone and in person. A wide range of topics may be addressed through this program, including mental health counseling, budgeting, and financial concerns. Please call 800-878-5470 or email [baycaresap@baycare.org](mailto:baycaresap@baycare.org) further information.

HCC Equity and Diversity Statement:

Hillsborough Community College (HCC) holds a longstanding institutional commitment to fostering equity, diversity and inclusion for work, learning, and business operations that constitute our educational environment in which all individuals are treated with dignity, care, and respect. HCC, reaffirms the principle that students, faculty, staff, applicants for admission and employment, have a right to work and pursue education in an environment free of sexual discrimination, which includes sexual harassment. Further, HCC recognizes that such behavior can seriously undermine the atmosphere of trust and respect that is essential to a healthy work and academic environment. Thus, HCC strives towards a welcoming educational environment without regard race, color, gender, religion, national origin, sex, age, disability, sexual orientation, marital status or any other bias prohibited by federal and state laws, and HCC rules, policies, and procedures. Employees, students, and applicants for employment or admission who believe they have been a victim of discrimination, bias or sexual harassment should contact: **Chief Diversity Officer,** Annazette Houston,Hillsborough Community College, Dr. Gwendolyn W. Stephenson District Administration Center, 39 Columbia Drive, 7th Floor, Tampa, Florida 33606-3584.

Telephone: [813.253.7037](tel:+18132537037), or email: [Equity@hccfl.edu](mailto:Equity@hccfl.edu).