BAY MILLS Community College

Brimley, Michigan 49715 • 866-967-BMCC (2622)

Course Title	MS 101 - Master Syllabus (updated 11/2022)
Time & Place	[Days, Times, & Locations or Asynchronous, online] – All times reference Eastern Time (ET)
Semester	Semester and year
Instructor	Instructor's Name

Office Hours and Contact Information

[Days & Times you will be in your office if applicable]

Moodle Messaging will be the primary source of communication between students and instructors. You can expect a response to course related questions within 48 hours. If you are unable to reach your instructor via Moodle, you may email the instructor at instructorsaddress@bmcc.edu.

Course Description

[Set by department]

Required Instructional Material

[Set by department]

Prerequisites

[Set by department]

Learner Outcomes

[Set by department]

Grading Standards

[Set by department]

Grading Scale

[Set by department]

Return of Grades Expectation

Faculty members shall maintain adequate student records and evaluate and report students' progress in a timely manner; **the return of graded work shall not exceed a two-week time period from assignment due date**. If late work is accepted, it may be graded later than two weeks from submission.

Expected Study Time per Credit Hour

Each credit hour corresponds to a **minimum of 3 hours of student engagement per week for a traditional 15-week course**. This time may be spent on discussions, readings and lectures, study and research, and assignments. For example, a student taking 15 credit hours should also spend a minimum of 30 hours studying, for at least a total of 45 hours per week focusing on class and studies. This is true for both on-campus and online courses.

COVID-19 Safety Expectations

Things to expect when returning for Classes
https://www.bmcc.edu/about-bmcc/about-bmcc/covid-19-safety

Disability-Related Accommodations

If you have a need for disability-related accommodations or services, please inform the Disability Services Coordinator. Reasonable accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and college guidelines.

Student Services

All students are welcome and encouraged to explore the free resources and services available to them through BMCC. These services include, but are not limited to, tutoring, Early Alert Referral System (EARS), academic success planning & career services. Please see the Student Services website for more information.

Plagiarism & Cheating

The instructor reserves the right to fail any student for cheating on any assignment or plagiarizing (copying) the work of others. Students who cheat or plagiarize may be disciplined by the BMCC Administrative Board. Please see the Student Handbook for more information.

Attendance & Incomplete Policy

Attendance and class participation are part of developing a thorough understanding of the material covered in this course. **BMCC policy states that a minimum of seventy percent (70%) attendance is required to receive a grade of C or better.** Grades of incomplete will only be given under exceptional circumstances, and only if the student has completed 70% of course requirements with a passing grade. ON CAMPUS students are expected to attend scheduled class times, ON-LINE students must log on and complete weekly assignments to demonstrate attendance in online classes.

Native Culture Emphasis

The BMCC mission statement affirms the objective of fostering "a spirit of pride in Native American language, culture, and history through participation in classes and cultural activities." In keeping with this objective, this course will include Anishinabek culture and values in its readings, discussions, and assignments whenever possible. Additionally, students who are close to campus are encouraged to attend the cultural events, potlucks, and cultural awareness workshops offered by the college.

Cellular Phones and Electronics

No cellular phones will be allowed in on campus classes. No electronic devices such as, notebooks or laptops will be used in the classroom unless specifically called for by the instructor. If there is a circumstance that requires you to have your cell phone on, please inform the instructor before class and turn off your ringer. If your cell phone rings in class, you may be asked to leave.

Writing Across Curriculum

One objective of Bay Mills Community College is to ensure that all students develop good writing skills. To support this goal, all written work will be graded for form and content.

Netiquette

The term "netiquette" is used to refer to etiquette over the internet, including online chats, discussion forums, emails, Moodle messaging and any other form of electronic communication. Following the rules of netiquette improves the readability of messages and posts, and allows participants to better understand each other. Proper netiquette ensures

respectful and positive interactions with others. Here are some guidelines for BMCC teachers and students to follow in electronic communication:

- Be careful and considerate when wording your message
- Choose words that best express your intended purpose and are appropriate for your audience
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language; be respectful.
- Do not share confidential information.
- Avoid using all capital letters in your text. This can come off as 'SHOUTING' in an online environment.
- Use proper English, grammar and remember to spell check.

Drop/Withdrawal Policy

- **Drop** - To drop a course, you will need to log in to *Student Records* in the Empower system, the college's student management system. This option is only available during the ten (10) day drop period. After the drop period, you will need to officially withdraw. The Last Day to Drop dates can be found on the BMCC Academic Calendar.
- **Withdrawal –** To officially withdraw from a course with a "W" on your transcript, you must complete the *Withdrawal Request Form* in your *Student Records* in the Empower system. This must be completed by the withdrawal deadline posted on the BMCC Academic Calendar. Progress reports will be distributed prior to the withdrawal deadline. Please be advised that non-attendance does not constitute a withdrawal.

View the Drop & Withdrawal Policy at: https://www.bmcc.edu/admissions/admissions/policies/dropwithdrawal-policy
View the academic calendar at: https://www.bmcc.edu/academic-calendar

Technical Assistance

If you need technical assistance during regular business hours, you may contact our Information Technology (IT) Department at ITsupport@bmcc.edu or 1-866-967-BMCC (2622). You can also visit https://www.bmcc.edu/it for more IT help with log in access and email.

Students need to have regular access to the internet on a personal computer, tablet or other device that meets the following technical requirements for online courses:

Browsers
Windows/Mac/Other:
- Google Chrome, Microsoft Edge, Mozilla Firefox, or Opera
- A specific web browser listed above may be required for some courses
- Your browser must be on a version released within the past 6 months
- Downloads available online for all browsers

Additionally, browser settings should be set to the following:
- Cookies must be Enabled
- JavaScript must be Enabled

Office Software
Many classes will require the use of Microsoft Office. Students enrolled at BMCC have free access to Office 365 that can be downloaded office.com using your BMCC email account. The IT department can assist with installation if there are any technical issues. Office must be installed prior to beginning course work.

Hardware
The computer used for coursework might need a webcam and/or microphone; please contact your instructor to find out.

Chromebooks may not be suitable for your class needs and are not recommended by IT.

Computer Failure/Crashes and Internet Connectivity

Computer Failures/Crashes and Internet Connectivity are not a valid reason for late coursework. The college provides on campus computer accessibility to all students during business hours. For those who are not near campus, free wireless internet can be found in emergency situations at locations such as restaurants and public libraries. The only exception to this policy is a region-wide electrical failure, or a temporary failure of systems that support Moodle. Moodle can be accessed directly by typing in the following address into the browser's address bar: https://moodle.bmcc.edu

Proctoring Services

Your course might require proctored quizzes, tests and/or exams during the semester. BMCC uses a proctoring service called Respondus LockDown Browser and Respondus Monitor during examinations. Respondus LockDown Browser and Respondus Monitor allows students to take proctored exams at home or another location by monitoring test taking through video and audio. The software will require the use of a webcam.

You will need the following:

● **Internet Browser** – The exam can be taken in a standard browser (Chrome, Firefox, Safari, etc.) for proctored exams.

● **Webcam** – May be internal (in your computer or laptop) or external, but consider that you might be asked to do a scan of the room you are in, so make sure it is mobile enough you can move it.

● **Microphone** – You will need to record audio; it can be built-in to your computer/laptop or external.

● **Identification** – You will be asked to show identification. You can use your BMCC school ID, a tribal card, driver's license, or state ID.

Exam Taking Guidelines

Finally, when taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- If a webcam is required, make sure it is plugged in or enabled before starting LockDown Browser
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- If a webcam is required, you will be recorded during the test to ensure you're using only permitted resources

Computer requirements for installations of Respondus Lockdown Browser

Operating Systems

Windows: 11 and 10*
* Includes x86 32 and 64bit processors and ARM 64bit processors using x86 emulation.

* Windows 10/11 "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 "S Mode" isn't on the roadmap for LockDown Browser.

Mac: macOS 10.13 to 13.0+.

ChromeOS: LockDown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via their Long Term Support (LTS) channel. For more information, visit: https://chromereleases.googleblog.com/search/label/LTS

Respondus recommends keeping your Chromebook updated to the most recent version that is available via Google's ChromeOS "Stable" channel: https://chromereleases.googleblog.com/search/label/stable

iPadOS: 11.0+ (iPad only). Must have a compatible LMS integration. The LockDown Browser iPad app is not compatible with Sakai LMS servers. All Sakai users will need to use a computer with a compatible operating system.

LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached "end-of-life" but students may encounter unexpected results.

Memory

Windows: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)
Mac: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Tentative Course Outline
Subject to change to accommodate needs of students. The instructor may also choose to add/delete or change homework assignments as the semester progresses; notice will be provided. Course Outline also provided on Moodle course page.
[Added by Instructor]