**NORTHEASTERN OKLAHOMA A&M COLLEGE  
SYLLABUS**

**Mission:** Northeastern Oklahoma A&M College is dedicated to providing opportunities   
that promote excellence in learning, service, and leadership in a global society.

| **COURSE AND CONTACT INFORMATION** | |
| --- | --- |
| Course Prefix, Number & Name: |  |
| Semester: |  |
| Credit Hours: | (Replace this text with the number of total credit hours, the number of theory hours, the number of lab hours, and/or the number of clinical hours as stated in the college catalog course descriptions) |
| Class Meeting Day & Time: |  |
| Mode of Delivery: | Traditional |
| Instructor Name: |  |
| Office Location: |  |
| Office Telephone Number: |  |
| Campus Email Address: |  |
| Alternative Contact Information: | (Replace this text with any other forms of communication.) |

**Office Hours**

| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Course Description**

(Replace this text with the course description as stated in the College Catalog.)

**Course Prerequisite or Co-requisite:** (Replace this text with any prerequisites or co-requisites as stated in the College Catalog. State none if there are no prerequisites or co-requisites.)

**Student Learning Outcomes**

Upon successful completion of this course, students should be able to:

1. (Replace this text with the approved course student learning outcomes; if you are uncertain of approved outcomes, contact your department chair.)
2. ……

**Required Course Materials**

**Required Textbook or Textbooks**

Textbook Title:

Textbook Author:

Textbook Publisher:

Textbook Edition/Year:

Textbook ISBN#:

**Required Publisher Resources**

(Replace this text with any required publisher resources your students must access or purchase. Make sure links are active and that the access code information is accurate. Delete this category if you do not require publisher resources)

**Other Required Materials**

(Replace this text with any additional required course materials; delete this category if you do not require additional materials)

(Note: If you do not require a textbook and/or you do not use any required publisher resources, then delete the information and links and replace with your specific instructions.)

**Optional Course Materials**

To purchase additional time for Smarthinking, NEO’s online tutoring services:

* Title: Smarthinking Code Card for 3 essay reviews  
  ISBN#: 1323445072
* Title: Smarthinking Code Card for 5 hours live tutoring  
  ISBN#: 1323488391
* Title: Smarthinking Code Card for 5 hours live tutoring in Nursing  
  ISBN#: 1323646396

**Grading Policy/Course Measurements**

(Replace this text with a clear statement fully explaining how the course grades are calculated. The points, percentages, and weights for each component of the course grade should be clearly stated. The relationship(s) between points, percentages, weights, and letter grades should be explained.)

**Grading Scale:**

| GRADE | PERCENTAGE | POINTS |
| --- | --- | --- |
| A | i.e. 90% - 100% | i.e. 1800-2000 |
| B |  |  |
| C |  |  |
| D |  |  |
| F |  |  |

***Course Measurements:***

| Assignments | 400 points | 8 Assignments X 50 points (submitted in Canvas Assignments) |
| --- | --- | --- |
| Unit Exams | 500 points | 5 Exams X 100 points (exams taken in class) |
| Quizzes | 400 points | 8 Quizzes X 50 points (quizzes will be taken in Canvas) |
| Discussion Board | 400 points | 10 discussion board assignments X 40 points (discussion board in Canvas) |
| Unit Reviews | 200 | 8 units X 25 points (submitted in Canvas Assignments) |
| Final Exam | 100 points | Taken in class |
| **TOTAL** | **1850 points** |  |

(Replace this text with a **description** of the major graded items such as essays, projects, research paper. For example, expectations for number of pages or words, number of sources, citation style, font, margins, cover page, how to submit such as Canvas Assignments or in class, etc.)

**Final Exam**

(Replace this text with the date and time for the final exam in this course section.)

**Late Work and Missed Test**

(Replace this text with your specific policies for late work and missed work.)

**Extra Credit**

(Replace this text with your specific policy for extra credit; if you do not allow for extra credit, delete this section.)

**Face Masks**

NEO encourages you to wear a mask indoors in public settings regardless of whether you are fully vaccinated, consistent with the current CDC recommendations. This is especially important in classrooms and laboratories because people are together for long periods of time. Wearing a mask during class not only protects you but also helps protect those around you who may be more vulnerable.

**COURSE POLICIES**

**Classroom Policies**

(Replace this text with any other specific classroom policies i.e, cell phone usage. If you do not have additional policies, delete this section.)

**COURSE CALENDAR**

(Replace this text with the course specific teaching calendar. Students should be made aware of what requirements are expected and when those requirements are due. The calendar can be by week, i.e., Week 1. **Class preparation** is items such as reading assignments, viewing a video before class, etc. Items to include in the **assignment column** would be unit exams, projects due, papers due, drafts of papers due, etc. A statement will be included at the bottom of the calendar that reads, “The instructor reserves the right to alter this calendar in any way during the semester with full disclosure to the student.”)

**COURSE SCHEDULE\***

| **DATE** | **TOPICS COVERED** | **CLASS PREPARATION** | **ASSIGNMENT** | **DATE DUE** |
| --- | --- | --- | --- | --- |
| Week 1 – 08/21 – 08/27 | Introduction to Medical Terminology | Read Chapter 1  Watch Course Navigation Video | Post an Introduction – Discussion Board  Take Pretest | 08/27  08/27 |
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**(Here is a second example of the Course Schedule if you prefer to include your Alignment Table in this section)**

**COURSE SCHEDULE\***

**Course Level Student Learning Outcomes (Insert Here)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **TOPICS COVERED** | **CLASS PREPARATION** | **ASSIGNMENT** | **DATE DUE** | **Course Level Student Learning Outcome** |
| Week 1 – 08/21 – 08/27 | Introduction to Medical Terminology | Read Chapter 1  Watch Course Navigation Video | Post an Introduction – Discussion Board  Take Pretest | 08/27  08/27 | 1,3,7 |
|  |  |  |  |  |  |
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\*The instructor reserves the right to alter this calendar in any way during the semester with full disclosure to the student.