NCTA CLASSROOM/COURSE POLICY

The purpose of this policy is to provide faculty and instructors guidance on NCTA standards that need to be consistently communicated to students regarding the course and classroom environment. NCTA's vision is to provide an effective and nurturing student-centered learning community. Maintaining a consistent structure to course syllabi and communication of policies and standards through all courses will greatly assist in achieving this goal.

Course Syllabi:
1. Course syllabi must be posted on Canvas within the first week of the semester.

2. All course syllabi must conform to standard NCTA formats. Required syllabi components are included in the "Syllabi Templates", Appendices A and B. These are also provided on the Syllabi folder on ShareDrive. Note that distance learning (online, dual credit) courses have a different format and standards than face-to-face courses. Standards include the following:
   - Syllabi must identify the correct academic semester. Eight-week courses must identify the proper 8-week session and provide starting and ending dates.
   - Syllabi must include the Student Learning Outcome and Assessment sections provided in the template.
   - Syllabi must include Academic Honesty policies and comply with NCTA's *Plagiarism Policy*.
   - Syllabi must include Class Attendance policies and comply with NCTA's *Attendance Policy*.
   - Syllabi must include the Disability statement included in the template.
   - Syllabi must include the Title IX statement included in the template.

3. Syllabi must be added to the Syllabi folder on ShareDrive before the end of the first week of each semester.
   - Please name the file by course number and name
     - Example: AGR 1103 Crop Science

Final exam schedules:
1. All 16 week courses holding final exams are to give those exams during the scheduled final exam time in the final exam week. Written/lecture final exams may not be given during the last week of classes.
   - Laboratory final exams may be held earlier to accommodate time requirements.
2. Final exams for eight week courses held during the first eight weeks of the semester are given during the last lecture day of that semester.

Instructor Availability to Students
1. Instructors must maintain a minimum of 5 office hours each week.
2. Instructors must communicate their availability to students by posting a general weekly schedule at their office or on Canvas.

Canvas
1. Instructors must maintain a gradebook on Canvas for students and post grades in a timely manner.
2. Instructors should clearly describe in the course syllabus how Canvas will be utilized.
3. Instructors are encouraged to create active links to relevant policies such as:
   a. NCTA Plagiarism Policy
   b. NCTA Attendance Policy
   c. Student Handbook

Grading Scale
The following grading scale must be used for all courses.

Letter	Range	Points
A+	100.0 – 100.0	4.00
A	90.0 – 99.9	4.00
A-	86.7 – 90.0	3.67
B+	83.3 – 86.7	3.33
B	80.0 – 83.3	3.00
B-	76.3 – 80.0	2.67
C+	73.3 – 76.3	2.33
C	70.0 – 73.3	2.00
C-	66.7 – 70.0	1.67
D+	63.3 – 66.7	1.33
D	60.0 – 63.3	1.00
F	00.0 – 60.0	0.00

Appendix A – Syllabus Template for Face-to-Face Courses

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Course:
Course Number:
Credit Hours:
Semester:
Course Time: **<If a lecture/lab course; specify lecture hours and lab hours>**
Course Location:

Instructor:
Office Location:
Office Hours:
Phone Number:
E-mail Address:

PROGRAM (DEGREE) OUTCOME SUPPORT
<Insert a statement that indicates to the student how the course fits in terms of degree requirements and how it is used for program assessment.>

STUDENT LEARNING OUTCOMES
<Insert student learning outcomes that will be assessed.>

COURSE DESCRIPTION
<Insert course description from catalog.>

COURSE PREREQUISITE
<Clearly state any prerequisites for the course.>

COURSE FEES
<If there is a course fee charged to the student, this section is required and the fee must be stated>

TEXTBOOK
<State the details of any textbooks. Clearly state if it is required or recommended and how the student can obtain the textbook. Can also edit this section to describe other learning resources that are required or recommended.>

COURSE TOPIC OUTLINE
<Provide an outline of topics to be covered during the course.>

ASSESSMENT
Academic assessment is the process for *ongoing improvement of student learning and success*. The assessment program at NCTA has four specific interrelated purposes:
1. To improve student learning
2. To improve teaching strategies
3. To document successes and identify opportunities for improvement
4. To provide evidence for institutional effectiveness

<u>Criteria for Assessment:</u>
<Use this section to describe the type of assessments that you will be using for your course such as quizzes, exams, reports, assignments, etc. Can include point distributions and other grading policies you have. Students should have a clear understanding of how they will be assessed during the course.>

Grading Scale
NCTA maintains a uniform grading scale which is provided below.

Letter	Range	Points
A+	100.0 – 100.0	4.00
A	90.0 – 99.9	4.00
A-	86.7 – 90.0	3.67
B+	83.3 – 86.7	3.33
B	80.0 – 83.3	3.00
B-	76.3 – 80.0	2.67
C+	73.3 – 76.3	2.33
C	70.0 – 73.3	2.00
C-	66.7 – 70.0	1.67
D+	63.3 – 66.7	1.33
D	60.0 – 63.3	1.00
F	00.0 – 60.0	0.00

<NOTE: If the course is a Pass/No Pass course, then the above grading is not needed. Instead, just clearly indicate that the course is a Pass/No Pass course.>

ATTENDANCE POLICY
<Describe the full details your attendance policy and any grade impacts. Reference NCTA's Attendance Policy and provide a link on Canvas. Make sure your attendance policy is in compliance with NCTA's policy.>

ACADEMIC DISHONESTY POLICY
<Describe the full details your policy on cheating and plagiarism including any grade impacts. Reference NCTA's Plagiarism Policy and provide a link on Canvas. Make sure your policy is in compliance with NCTA's policy.>

DISABILITY
Students with disabilities are encouraged to contact Kevin Martin, ADA/504 Compliance Officer, 308-367-5217, Education Center Room 113E, for a confidential discussion of their individual needs for academic accommodation. It is the policy of the Nebraska College of Technical Agriculture to provide individualized accommodations to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements.

TITLE IX
Title IX is a Federal civil rights law that prohibits discrimination on the basis of sex or gender in all programs and activities. The Nebraska College of Technical Agriculture will not discriminate on grounds of race, color, sex, national origin, or any other factor prohibited by law in providing any educational or other benefits or services. For more information or to report a Title IX incident, please contact Jennifer McConville, Title IX Coordinator, 308-367-5259, Ag All Room 25.

<u>**Appendix B – Syllabus Template for Distance Learning Courses**</u>

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Course:
Course Number:
Credit Hours:
Semester:
<Clearly designate if course is online, dual credit, or both.>

Instructor:
Office Location:
Office Hours:
Phone Number:
E-mail Address:

PROGRAM (DEGREE) OUTCOME SUPPORT
<Insert a statement that indicates to the student how the course fits in terms of degree requirements and how it is used for program assessment.>

STUDENT LEARNING OUTCOMES
<Insert student learning outcomes that will be assessed.>

COURSE DESCRIPTION
<Insert course description from catalog.>

COURSE PREREQUISITE
<Clearly state any prerequisites for the course.>

COURSE FEES
<If there is a course fee charged to the student, this section is required and the fee must be stated>

TEXTBOOK
<State the details of any textbooks. Clearly state if it is required or recommended and how the student can obtain the textbook. Can also edit this section to describe other learning resources that are required or recommended.>

CANVAS LEARNING MANAGEMENT SYSTEM
< briefly describe the resources on Canvas that the students will be utilizing>

COURSE TOPIC OUTLINE
<Provide an outline of topics to be covered during the course.>

ASSESSMENT
Academic assessment is the process for *ongoing improvement of student learning and success*. The assessment program at NCTA has four specific interrelated purposes:
1. To improve student learning
2. To improve teaching strategies
3. To document successes and identify opportunities for improvement
4. To provide evidence for institutional effectiveness

Criteria for Assessment:
<Use this section to describe the type of assessments that you will be using for your course such as quizzes, exams, reports, assignments, etc. Can include point distributions and other grading policies you have. Students should have a clear understanding of how they will be assessed during the course.>

Grading Scale
NCTA maintains a uniform grading scale which is provided below.

Letter	Range	Points
A+	100.0 – 100.0	4.00
A	90.0 – 99.9	4.00
A-	86.7 – 90.0	3.67
B+	83.3 – 86.7	3.33
B	80.0 – 83.3	3.00
B-	76.3 – 80.0	2.67
C+	73.3 – 76.3	2.33
C	70.0 – 73.3	2.00
C-	66.7 – 70.0	1.67
D+	63.3 – 66.7	1.33
D	60.0 – 63.3	1.00
F	00.0 – 60.0	0.00

<NOTE: If the course is a Pass/No Pass course, then the above grading is not needed. Instead, just clearly indicate that the course is a Pass/No Pass course.>

ACADEMIC DISHONESTY POLICY
<Describe the full details your policy on cheating and plagiarism including any grade impacts. Reference NCTA's Plagiarism Policy and provide a link on Canvas. Make sure your policy is in compliance with NCTA's policy.>

INDENTITY VERIFICATION
<Clearly describe how identity will be verified for exams.>

SCHEDULE AND SET DUE DATES
<Provide clear schedule with due dates for exams and assignments.>

COMMUNICATION
<Establish a policy of regular communication with the students; indicates response times.>

TECHNOLOGY REQUIREMENTS/ACCESSIBILITY
<Clearly describe the technology required for the course and guidelines of accessing the technology.>

DISABILITY
Students with disabilities are encouraged to contact Kevin Martin, ADA/504 Compliance Officer, 308-367-5217, Education Center Room 113E, for a confidential discussion of their individual needs for academic accommodation. It is the policy of the Nebraska College of Technical Agriculture to provide individualized accommodations to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements.

TITLE IX
Title IX is a Federal civil rights law that prohibits discrimination on the basis of sex or gender in all programs and activities. The Nebraska College of Technical Agriculture will not discriminate on grounds of race, color, sex, national origin, or any other factor prohibited by law in providing any educational or other benefits or services. For more information or to report a Title IX incident, please contact Jennifer McConville, Title IX Coordinator, 308-367-5259, Ag All Room 25.