

## Course Syllabus

Welcome to **North Orange Continuing Education**. This course is designed to promote success in your effort to accomplish individual goals by providing quality lifelong learning opportunities and services.

### **Course Title:**

Course ID:  
Course Registration Number (CRN):  
Dates:  
Location:

### **Prerequisites:**

Identify any prerequisites for the course

### **Instructor Information:**

Instructor Name:  
Instructor Contact Information: -Phone -Email -Office Hours/Location

### **Instructor Welcome Message:**

### **Course Objectives:**

1. List in numerical order

### **Course Student Learning Outcomes (SLOs):**

2. List in numerical order

### **Course Textbook/Materials:**

Textbook(s) title, author, edition, and ISBN  
Class materials and supplies

### **CANVAS:**

Canvas is an online learning system. It is the primary location of all your NOCE course materials and grades.

If you are new to Canvas, open Canvas by clicking the orange circle in the upper right-hand corner of the NOCE webpage, or by pointing to the Student Services tab on the NOCE website and clicking Canvas.

To log into Canvas, use the same username and password that you use to log into your school email. Once you are logged in, if you need further help, on the left-hand side, in the green bar, click on Help. You will see a link for the Student User Guide.

## Course Schedule/Calendar:

Tentative Outline of Topics and Activities:

NOTE: All dates are tentative. Changes are subject to course progress and/or any special circumstances.

WEEK    DATE TOPIC/ACTIVITY    TEXT CHAPTERS

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

If you are using Canvas, the following statement should be used in place of the above outline:

Registered students will find the course content in Canvas. If you are being added on or after the first day of class, you should have access within 24-48 hours.

## COURSE POLICIES:

### Course Attendance Policy:

### Course Grading Policy:

[Include classroom participation and make-up/late policies](#)

### Breaks

NOCE receives funding from the State based on daily student attendance hours. The “class hour” is the basic unit of attendance, which consists of a period of not less than 50 minutes of scheduled instruction and/or examination within a 60-minute clock hour. Each clock hour is composed of one class hour segment and a segment referred to as “passing time” or “break”. For a one-hour course, there is no break. For classes that meet for two hours or more, instructors must schedule class breaks at the designated time.

1 hour class	Class meets for 50 minutes	No break
2 hour class	Class meets for 50 minute segments	10 minute break (1)
2.5 hour class	Class meets for 65-70 minute segments	10 minute breaks (2)
3 hour class	Class meets for 50 minutes segments	10 minute break (2)
4 hour class	Class meets for 50 minute segments	10 minute break (3)

## **COURSE BEHAVIOR POLICIES:**

### **Academic Honesty Policy:**

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge. Students shall not plagiarize, which is defined as stealing or passing off as one's own ideas or words of another and as using a creative production without crediting the source. Students shall not cheat, which is defined as using notes, aids, or the help of other students on tests or exams in ways other than expressly permitted by the instructors.

### **Food/Beverage Policy:**

No food is permitted in the classroom! Only bottled water will be allowed.

### **Cell Phone/Electronic Device Policy:**

All electronic devices will be turned off during class time. Please turn these devices off before entering. Use of these devices in class may lead to the student being asked to leave the classroom incurring a recorded absence.

### **Student Code of Conduct:**

Student conduct must conform to Board Policy (BP 5500). A student who violates the standards of the student conduct code shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.

### **Course Drop Policy:**

While an instructor may drop a student for excessive absences, it is the student's responsibility to officially drop the class by visiting a registration counter located at each NOCE campus, or online by logging onto MyGateway (<http://mygateway.nocccd.edu>). Failure to officially drop/withdraw may result in a failing grade.

### **Grade Appeal:**

Students have the right to formally appeal the final grade in a course. Appeals are limited to situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned. The grade appeal form may be picked up at any Admissions and Records Office. Instructions on submitting a grade appeal are provided with the form.

### **Sexual Harassment/Discrimination Policy:**

Students, who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy, should contact the District Equity and Diversity Officer at (714) 808-4830 or the District Director of Human Resources at (714) 808-4818.

### **Campus Safety:**

Anaheim Campus  
(714) 808-4911

Cypress Campus  
(714) 484-7387

Wilshire Campus  
(714) 992-7080

## **ADDITIONAL INFORMATION:**

### **Support and Accommodations:**

We seek to provide an accessible and inclusive syllabus that caters to students with differing needs. We are committed to the social model of disability, to removing barriers to access and to providing an inclusive learning environment accessible to all our students. Should you consider yourself to be someone with specific needs that would require additional support, or should you wish to discuss any difficulties you may be experiencing, please do not hesitate to speak with your instructor in confidence or contact the DSS office to schedule a meeting with a DSS counselor for additional accommodations.

Students with verified disabilities requiring accommodations should contact the Disability Support Services (DSS) office at 714-484-7057 to arrange appropriate support services. Students are encouraged to schedule a meeting with a DSS counselor prior to the start of the trimester to ensure that services and accommodations can be provided prior to the first day of class. Please visit <https://noce.edu/programs/disability-support-services/services> for more information.

### **Student Access Card:**

An NOCE Access Card is provided to students who will be accessing the instruction offered in an NOCE open lab. The function of the card in an open lab is to track student attendance by utilizing the barcode printed on the card, along with equipment positioned at the entrance of each lab. Tracking student attendance is critical and required for state funding which provides support for the labs. The Access Card is also needed to check out books from the Cypress College or Fullerton College libraries, along with valid photo identification. Students can obtain an Access Card by visiting a registration counter at any one of the three NOCE campuses.

### **Emergency Procedures:**

In the event of an emergency, please adhere to the following guidelines.

#### *Before an emergency occurs-*

1. Know the safe evacuation routes for your specific building and floor.
2. Know the evacuation assembly areas for your building.

#### *When an emergency occurs-*

1. Keep calm and do not run or panic. Your best chance of emerging from an emergency is with a clear head.
2. Evacuation is not always the safest course of action. If directed to evacuate, take all of your belongings and proceed safely to the nearest evacuation route.
3. Do not leave the area. Remember that faculty and other staff members need to be able to account for your whereabouts.
4. Do not re-enter building until informed it is safe by a building marshal or other campus authority.
5. If directed to evacuate the campus, please follow the evacuation routes established by either parking or police officers.

*After an emergency occurs-*

1. If an emergency disrupts normal campus operations or causes the campus to close for a prolonged period of time (more than three days), students are expected to complete the course assignments listed on the syllabus as soon as it is reasonably possible to do so.
2. Students can determine the operational status of an NOCE campus by checking the college website at <http://www.noce.edu>, or checking on the school's other social media sites. If you have signed up to receive notifications, you will receive alerts by phone, text, and/or email. You can sign up for notifications in MyGateway.
3. Students should assume that class will be held unless they hear or read an official closure announcement.

The full Emergency Procedures guidelines can be found at:  
[www.nocccd.edu/emergency-procedures-on-campus](http://www.nocccd.edu/emergency-procedures-on-campus)

**Student and Campus Resources:** All services and resources can be found in the NOCE Class Schedule and at [noce.edu](http://noce.edu).

### **Student Success and Support Program (SSSP)**

SSSP can assist students with the following services:

1. Define a course of study
2. Develop student educational plans
3. Provide academic counseling and referrals
4. Assist with transition to college

Students can call or visit the NOCE SSSP offices on all three campuses to make an appointment with a counselor.

**Anaheim Campus**  
 2<sup>nd</sup> floor, Room 215  
 714-808-4682

**Cypress Center**  
 Room TE2-207  
 714-484-7440

**Wilshire Center**  
 100 Building, Room 112  
 714-992-9565

### **NOCE Learning Centers**

The learning centers are a tutoring and support service for NOCE Adult Students (18 and older). The centers provide open-entry access, assistance in gaining skills to attain academic and employment goals, students work with faculty and tutors in small groups and/or a one-on-one setting, and all instructional materials are provided at no cost to the students (for in-lab use only). Please refer to the class schedule for Learning Center locations and hours.

### **ARISE Lab**

Academic, Relationship, Independence, Self-advocacy, and Emotional Health (ARISE) Lab provides a place to de-stress, get advice, learn to relax, learn to organize, be ready for class, and a social group to join. For more information: 714-808-4931 or [arise@noce.edu](mailto:arise@noce.edu)

### **ESL Lab**

The English as a Second Language lab offers a place to practice English through various instructional media. ESL faculty and staff are available to assist with homework, individual and group tutoring during operational hours.

**Anaheim Campus**  
 1<sup>st</sup> floor, Room 121

**Cypress Center**  
 TE2-203

**Wilshire Center**  
 100 Building, Room 110

## **Emotional Support Services**

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Mental health problems are common, and help is available.

### **211 Orange County**

2-1-1 Orange County (211OC) is a comprehensive information and referral system linking Orange County residents to community health and Human services and support (food, shelter, behavioral health, etc.).

### ***Orange County Health Care Agency***

<https://www.ochealthinfo.com>

This website provides services in the areas of Behavioral Health, Correctional Health, Public Health, and Regulatory/Medical Health Services.

### ***Orange County Behavioral Health***

1200 N. Main St. Suite 200, Santa Ana, CA 92701  
714-480-6767

A service providing telephone and online support for anyone seeking information or linkage to any of the Health Care Agency's Behavioral Health Services. Services include assessment, evaluation, collateral therapy, individual and group therapy, substance abuse treatment, medication support, rehabilitation, linkage and consultation, placement, plan development, crisis intervention, and specialized residential services.

### ***National Alliance on Mental Illness (NAMI)***

<https://www.nami.org>

**NAMI HelpLine** 1-800-950-6264 or **text NAMI** to 741741



The OC Links Information and Referral Line provides telephone and online support for anyone seeking information or linkage to any of the Health

Care Agency's Behavioral Health Services. These services include children and adult mental health, alcohol and drug inpatient and outpatient, crisis programs, and prevention and early intervention services. Callers can be potential participants, family members, friends or anyone seeking out resources, or providers seeking information about Behavioral Health programs and services. Trained Navigators provide information, referral, and linkage directly to programs that meet the needs of callers.

## **Student Leadership**

NOCE provides student leadership opportunities to a minimum of four students per year. NOCE students can apply once a year during the month of July and serve a two-year term. For more information: [www.noce.edu/student-services/student-leadership](http://www.noce.edu/student-services/student-leadership)

**NOCE Scholarship Program**

NOCE scholarships includes opportunities for students to apply for funding for textbooks, various student fees, and transfer fees to credit-based community college programs. For more information: [www.noce.edu/student-services/scholarships](http://www.noce.edu/student-services/scholarships)