1. **COURSE TITLE:**  Seminar

**2. CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION:**  MAST 1199

**3. PREREQUISITE(S):** Refer to attached syllabus addendum for any pre-requisites.

**CO-REQUISITE(S):** Refer to attached syllabus addendum for any co-requisites.

**4. COURSE TIME/LOCATION/MOBILITY:** (See Course Syllabus – Individual Instructor Specific)

|  |  |
| --- | --- |
| Course Time: | Course Location: |

**5. CREDIT HOURS:** 1-6 **LECTURE HOURS:** 0

**LABORATORY HOURS: 0 OBSERVATION HOURS:** 0

**6. FACULTY CONTACT INFORMATION:** (See Course Syllabus – Individual Instructor Specific)

|  |  |
| --- | --- |
| Instructor: | Phone: |
| Email: | Term: |
| Office Hours: | Days/Time: |
| Office Campus/Room: | Course Campus/Room: |
| Course Webpage/Login: | |

**7. COURSE DESCRIPTION:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**8. LEARNING OUTCOMES**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**9. ADOPTED TEXT(S):**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**10. OTHER REQUIRED MATERIALS:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**11. GRADING SCALE:**

To satisfactorily complete this course, the student must achieve a grade of ‘C’ or above according to the following system:

A (4.0) = 90% - 100%

B (3.0) = 80% - 89%

C (2.0) = 70% - 79% \*

D (1.0) = 60% - 69%

F = 0 – 59%

***\*****A minimum final grade of ‘C’ is required to apply toward Medical Assistant Technology (MAST) and/or Allied Health Technology (ALTH) program completion.*

**12. GRADING PROCEDURES OR ASSESSMENTS:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**13. COURSE METHODOLOGY:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**14. COURSE OUTLINE:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**15. SPECIFIC MANAGEMENT REQUIREMENTS:**

Following Course Master Syllabus Template, refer to the attached syllabus/addendum for required outline.

**16. FERPA:**

Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. DISABILITIES:**

Students with disabilities may contact the Disability Services Office, Central Campus, at 800-628-7722 or 937-393-3431.

**18. OTHER INFORMATION:**

* Classroom Conduct: Civility in the classroom is very important. As professionals, we expect students to conduct themselves in a courteous and respectful manner. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone, and will not be tolerated. Students need to remember that the online discussion boards and chat rooms in the online courses are considered classrooms and the same rules apply. Students will use these tools in the online classroom for information that pertains to the class; it is not to be used for personal exchanges of a social nature. If you engage in any such conduct you will be asked to leave and you will receive a “zero” for any work completed that day. The instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Department Coordinator and Academic Dean.

**SUPPORT SERVICES:**

* Student Success/Tutoring Services: Students seeking support in computer fundamentals, using the online LMS, or available learning resources for course success may contact the Student Success Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2281; or visit the SSCC website and search Student Success/Tutoring Services.
* Accommodation: Students in need of accommodations may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2604; or visit the SSCC website and search Disability Services.
* Career Services: Students and alumni seeking guidance with resume and employment resources may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Career Services.
* Counseling Services: Students seeking guidance with career counseling and counseling services may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Counseling Services.
* Campus Library:Students seeking assistance with reference and study materials may contact any campus library, at 800-628-7722 or 937-393-3431; or visit the SSCC website and search Library for online resources, hours of operation and contact information.