

## Non-Credit Course Syllabus

### TRINITY VALLEY COMMUNITY COLLEGE

### CONTINUING AND WORKFORCE EDUCATION

This syllabus, or a handout that includes this information, should be distributed at the beginning of the course.

**As the instructor of a non-credit course** --complete this template as a syllabus for the course you will teach. Or, you can provide the syllabus in another format that contains all of these required items. ATTACH IT TO THIS FORM AND SIGN THIS FORM.

This syllabus is to be distributed to the students on the first day of the course.

**Course Name:** Ceramics      **Class Section** #19308

(Information provided by staff)

**Start Date of Course:** \_01/19/2016 **Course End Date:** 05/09/2016 \*

\*(Note: Should the course dates need to change for any reason, the correction should be made in the college system with a note of explanation.)

This syllabus is to be distributed to the students on the first day of the course.

1. **Name of Instructor** Beverly Wallace
2. **Campus (or other location of training)** Athens
3. **Course Meeting dates and times:** (Example: Mon. and Wed. – 6 p.m. to 9 p.m.)
  1. T/Th 9:25 am – 12:05pm
  2. **Time/date for other instructional activities:** (Example(s) : field trip or Certification/end of course exam – if different from regular schedule) \_\_\_\_\_ n/a \_\_\_\_\_
  3. **Topics and number of hours of self study involved in the course.** Note this is not “homework”, this is actual instruction provided by “distance learning” type activities such as in “hybrid” courses)

a. Topic n/a	Time allocated to complete n/a hours
b. Topic n/a	Time allocated to complete n/a hours
c. Topic n/a	Time allocated to complete n/a hours

(Please attach additional page if needed.)

4. Is this a **WECM funded course**? \_\_\_yes \_\_\_x\_no (Staff will provide this information and attach a WECM Course Sheet if applicable). Note: if this is a WECM funded course, all of the outcomes listed in WECM must be taught. Additional outcomes are permitted and encouraged. Staff should help instructor with this.

5. **General course description** (Example: Basic use of beginning Microsoft Excel):

Students will learn the basic techniques of handbuilding (pinch, coil, slab and soft slab, use of molds) and/or basic wheel throwing. Once the basics have been mastered, students are encouraged to select and develop one or more of the basic techniques to execute projects of their choice, with individual instruction as needed. Wheel work is offered but not required. Students will use different kinds of clay and glazes appropriate to that type of clay, and will learn to assist in kiln-loading and firing.

6. **List the course outcomes** \*(Examples: 1. Create and save an Excel workbook file, 2. Enter text, numbers, dates and formulas into an Excel worksheet, .....): See #3 above—must list all outcomes in WECM plus other applicable outcomes selected by the instructor and/or staff. There is no limit to or required number of outcomes beyond those required by WECM. Attach additional outcomes if ample space is not available below.

1. Students will demonstrate the basic techniques of ceramics.

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\*When completed this will resemble the table of contents of a book. It lists what the course contains.

7. **Resource Materials** (Examples: Instructor made materials, textbook – Excel for Beginners by Roberts, Burton and Barrett; UTube demonstration –“Creating your first Excel Spreadsheet”, etc.)

1. Textbooks will be available in the classroom. Each student is expected to supply their own tools as needed, though some are available in the classroom. Tools may be collected from home or purchased in hobby shops or the school bookstore. You may order specific tools as needed from Trinity Ceramic Supply in Dallas or online.

2. Videos are available from ceramicartsdaily.org.

3. Your materials fee and tuition cover a reasonable amount of clay, glazes, and kiln space. Should you need more clay than is provided and covered by your materials fee, you may purchase additional clay on your own or recycle scrap clay.

(Instructional may use additional resources as they are found helpful or needed.)

8. **Course Grades:\*** (Non-credit grades be provided by one of these methods- please check the Appropriate method):

1. \_\_\_\_ Grade of “pass or fail” indicated with a P or F on the grade sheet. Generally this is the method used participation in the course is the primary objective.
2. X Grade of A, B, C, D, or F. Generally this is the method used when student performance and attendance are necessary for the attaining the course outcomes:
  - a. A = high level of care, craftsmanship and/or creativity.
  - b. B = Work is good but not A quality or does not show development in skill;
  - c. C = Minimal effort, craftsmanship or creativity
  - d. D = Better than failing
  - e. F = Poor attendance, poor craftsmanship, indifference and/or laziness, no discernable growth, unsatisfactory or unacceptable work.
3. \_\_\_\_ Numerical grades. (These are required by ISDs for dual credit (non-credit) grades) Instructor lists the student’s course average as the grade.
4. A grade of “W” will be given to students who officially withdraw from the course by contacting the Continuing and Workforce Education Dept. DO NOT give a “W” if the student just stops coming to class (even when they tell you in advance). Unless there is an official withdrawal request signed and dated, the student will receive an “F”.
5. \_\_\_\_ Other – Explain:\_\_\_\_\_

\*All grades are transcribed on a permanent non-credit transcript available to the student at any time.

9. **Course Requirements** (check those that are appropriate):

a. \_\_\_\_ Attendance. List number of absence allowed\_\_\_\_, or list the number of hours/sessions of attendance required\_\_\_\_. Other attendance policy: \_\_\_\_X\_\_\_\_

Your grade is based entirely on work that you do in class, so attendance is vitally important. You may make up an absence by attending the other session on Tuesdays or Thursdays and you may wish to attend an extra session to make up for an absence even before you are absent. Should you have three unexcused absences, your grade may be dropped by one letter. Subsequent unexcused absences that are not made up will result in the loss of one letter grade for each absence. You may be dropped from the class after six absences. You are expected to be in class on time and to stay until the end of the class period.

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(Other course requirement examples: participate in field trip, clinical practice, research paper, no make up tests, class demonstration, complete certification test, etc.)

b. \_\_\_\_ Testing: Your policy: \_\_n/a

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c. \_\_\_\_ Projects: Your policy: Once the required four basic technique assignments are met, further projects are of the student’s choice, although specific (suggested) assignments may be made if you ask.

There is no set minimum number of projects required but grades will be based on both quality and quantity of work produced.

- d. ☐ Other: \_\_\_\_\_
- e. ☐ Other: \_\_\_\_\_
- f. ☐ Other: \_\_\_\_\_
- g. ☐ Other: \_\_\_\_\_

(add additional information on an attached page.)

**10. Course and Classroom Management** (Check those that are appropriate):

- a. ☒ Arrive on time and stay for each entire session
- b. ☒ Class participation
- c. ☐ Use of electronic devices –only as agreed upon by instructor
- d. ☐ No guests in class (children especially)
- e. ☒ Bring needed resources (textbooks, presentation materials, etc.)
- f. ☒ Instructor reserves the right to ask any student to leave the instructional area for unacceptable behavior of any kind. Law enforcement will be called if needed.
- g. ☒ Trainees (students) are expected to meet the TVCC standards of conduct.
- h. ☐ Other: \_\_\_\_\_
- i. ☐ Other: \_\_\_\_\_
- j. ☐ Other: \_\_\_\_\_

**11. Other Information:** (Examples: Course is team taught- and list other presenters, course is for Continuing Education Units for –and list occupation, course is industry training for- and list the group or company, etc.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date