The course syllabus is considered a ***learning agreement*** between the student and the course instructor(s). Students will be held accountable for the contents outlined in this document. It is considered important and is your guide to succeeding in this course.

## Faculty

### Name, Credentials

Office: xxx  
 Voice: xxx  
 Cell: xxx  
 Email: xxx  
 Office Hours: By appointment  
 The best way to reach me is…

## Course Description

Place course description from catalog.  
X Credit Hours

## Course Prerequisite(s) and Competencies:

Place course prerequisite(s) and previous competencies.

## Course Outcomes:

Upon completion of the course AA-XXX, the learner will be able to:

* Xxx
* Xxx
* Xxx

## Mapping to Program Outcomes:

In this section or section above, map course outcomes to program outcomes.

## Course Bibliography:

### Required:

Use APA Reference. Include ISBN number. May provide information on getting electronic versions or rental copies.

### Highly Recommended/Optional:

## Course Methodology:

This course uses a fully online format to guide you through the learning experience of this course. We will use these strategies:

|  |  |  |
| --- | --- | --- |
| **Presentation of Materials** | **Student Interaction** | **Assessment** |
| * Textbook Readings * PowerPoint presentations * Scholarly Articles * Web Resources * Video Recordings * Podcasts * Programmed Lessons * Simulations * Case Studies * Practicum Experience | * Discussion Forums * Pair & Share * Small Group * Virtual Classroom Sessions * Chat * Social Media * Peer Evaluation * Field Work * Community Engagement * Email * Blog | * Written Assignments * Projects * Rubrics * Checklists * Self-Assessments * Oral Presentations * Quizzes * Proctored Exams |

## Methods of Evaluation:

Your work in this course will be evaluated in these areas:

|  |  |
| --- | --- |
| **Grade Category** | **%** |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **100%** |

|  |  |
| --- | --- |
| **Grading Scale** | **Grade** |
| 91 – 100% | A |
| 83 – 90.99% | B |
| 75 – 82.99% | C |
| 66 – 74.99% | D |
| < 66% | F |

## Content Overview/Outline:

|  |  |
| --- | --- |
| **Module** | **Topic** |
| **Module 1** | **MODULE NAME** |
|  | * **Xx** * **Xx** |
| **Module 2** | **MODULE NAME** |
|  | * **XXX** * **XXX** |
| **Module 3** | **MODULE NAME** |
|  | * **XXX** |
| **Module 4** | **MODULE NAME** |
|  | * **XX** |
| **Module 5** | **MODULE NAME** |
|  |  |
| **Module 6** | **MODULE NAME** |
|  |  |
| **Module 7** | **MODULE NAME** |
|  |  |
| **Module 8** | **MODULE NAME** |
|  |  |

## Technology Requirements:

Include information on your learning management system:

* General information
* Recommended browser
* Help Desk information
* Getting Started
* Privacy Policy

## Other Requirements:

Add information about using supplemental systems such as virtual class/webinar or publisher site.

Provide link to accessibility information for using this technology.

Provide link to tool’s privacy policy.

## Minimum Technical Skills:

All students are expected to have these minimum technical skills:

* Using the learning management system:
* Using e-mail with attachments:
* Creating and submitting files using Word.

## Technical Support:

Include:

* What services provided
* Phone number
* E-mail
* Support Hours
* Website linke

### Online Education Support:

## Student Expectations of Instructor:

Access to Faculty:  
Faculty for online classes are available by appointment by email, course chat software, Zoom and Skype software, text messages, and telephone conference.

Timely Response to Email Questions and Answers:  
Students can expect a *reasonable* response time to questions submitted by Email. Every effort will be made to answer questions received Monday through Friday within about 24-48 hours of when they are received, excluding weekends and holidays. Please keep in mind that many faculty receive hundreds of email messages a day and messages might not be opened immediately. If the instructor does not respond within 48 hours Monday through Friday, please resend your message. Generally, faculty will not respond to email or discussion forums after 1700 (5:00 pm CST) on Friday. *It may take up to 72 hours for faculty to respond to your questions– especially after 5:00 pm (1700) on Fridays, excluding holidays.*

Email messages are considered professional communication and should be civil, concise, to the point and submitted in complete sentences.

Timely Posting of Course Materials:  
The course week runs from Monday to Sunday. Course calendars/schedules of class content will be posted at the beginning of semester prior to the first day of class. Except for the first week, class content for a week will be made available on the prior Wednesday at 6:00 am. Content will remain available, but assignments will close each Sunday at 6:00 pm.

Timely Grading:

Students can expect all submitted assignments to be graded within 7 days.

Schedule and Syllabus Changes:  
The instructor(s) have the right to alter the course schedule or syllabus as may be necessary to facilitate learning needs.

## Instructor Expectations of Students:

Attendance & Participation:  
Learner success in online coursework heavily depends on their ability to communicate through discussion and writing, engage with their peers, and participate in course activities. Timely participation in online discussions is a **very** important part of this course and participation in discussions, as well as activities assigned is **not** optional. “Presence” in online courses is determined by participation in an “academically related activity”, i.e. submission of an assignment, assessment or discussion forum posting at least weekly and by defined due dates. Log in and activity reports will be run periodically to determine if learner is meeting this course requirement.

If the learner is unable to participate in scheduled discussions or activities, the instructor must be notified during that week of that class module or discussion. The instructor reserves the right to make judgment on accepting and/or making up assignments missed because of failed participation in course activities. Consistent lack of participation may result in a letter grade reduction.

Students are expected to check the course and course e-mail frequently (2-3x a week). (Use the Help to learn how to forward your D2L e-mail to your regular e-mail account.) Since this course is entirely online and it is not unusual to have access and/or computer issues, it is important for learners to have a **backup plan** to complete course work should a problem arise.

Course Materials:  
All course materials and activities must remain the property of the School of xxx and must not be copied from the Internet. All faculty-generated materials are the property of faculty. You may copy for personal study purposes only. Faculty materials may not be shared with others without permission of the faculty.

Late Assignments:  
Assignments submitted after the due date may have points or a percentage of the total points for an assignment subtracted for each 24-hour period it is late *unless arrangements have been made with the instructors*. Students are strongly encouraged to negotiate with faculty in a proactive manner around difficulty in meeting deadlines.

### General Criteria:

Learners must carefully consider all of the required components of each assignment. In addition to including each component, students must use grammatically correct English and logically develop assertions providing supporting evidence through references and citations.

### Plagiarism:

**Students must cite all sources of information in discussion posts and written work and provide references**. Using ideas or words written or spoken by another person without providing a citation and reference for the source of information is considered plagiarism and will **not be tolerated**. All citations and references must be in **APA 6th edition format**. Please refer to Student Code of Conduct (<http://www.washburn.edu/current-students/services/Student_Conduct_Code.pdf>) for specific policy related to plagiarism.

Online Discussion Forums:  
Discussions are an integral part of this course and an essential part of online learning. Your colleagues depend on you to help make the discussion dynamic and meaningful. Discussion forums will be open for **7 days** per module. Located in each module are learning objectives, assignments, and activities to review prior to participating in the discussion forum. Read each discussion question carefully and develop a post that addresses each component of the question. Please respond to the discussion in the forum only. **Do not upload a separate document.**

Learners are encouraged to use other sources from Library online database search in addition to their textbook. **Please do not use literature prior to 2008 or editorials. Wikipedia is not considered a credible resource in this course.** As a part of the discussion process, learners are required to support their assertions with citations and references. In-text citations and complete references must be documented in APA 6th edition format. Reference list is submitted at the end of discussion post.

Learners are expected to **read, analyze, and respond** to other learners’ and instructor discussion posts in a timely manner consistent with the requirements contained within the course discussion rubric and the online discussion protocol below. **A copy of the discussion rubric is available for preview on the course site.** Review the rubric so you will know what I expect.

Online Discussion Protocol

**Guidelines for being successful in online discussions are as follows:**

* Posting should be evenly distributed during each discussion forum.
* Adding your post the last day of the forum is open is not acceptable.
* Postings should be a minimum to cover the topic and your points accurately.
* Avoid short responses such as “I agree”, “Good point” unless they are accompanied by supporting statements from the readings, prior knowledge, or literature outside the readings.
* Contribute NEW and relevant information to the discussions.
* Encourage further discussion by building on current threads.
* Check postings for responses from others and respond in kind.
* Stay focused on the discussion topic.
* Use proper ‘netiquette’. (<http://www.albion.com/netiquette/corerules.html>)

Virtual Class Sessions:  
There will be online class sessions. Each student will be responsible for engaging with the faculty and student colleagues in in-depth discussions about the material covered within each module. It is expected that students enrolled in the course will attempt to join all of the online sessions.

Written Assignments:  
Any written assignments will be submitted via D2L dropboxes in **.doc or .docx** files only with a file name as follows: **LAST NAMEFIRSTINITIAL.COURSEASSIGNMENT**. **Example: CATANZAROJ.NU325CASESTUDY**

### Projects:

### Quizzes:

## Email Expectations:

Your University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information.  It may also be used by your instructors to provide specific course information.  If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address. It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

## Course Policies and Additions to Syllabus

Include information on additional university/school/departmental policies.