
Department Name

Name of Course and Course number

Semester (Spring 2019)

| **Contact** | **Information** |
| --- | --- |
| **Instructor** |   |
| **Office Location** |   |
| **Email** |   |
| **Website** |   |
| **Office Phone** |   |
| **Virtual Meeting Time** |    |
| **Office Hours** |   |

Catalog Description:Find your course in the following list of [course descriptions](https://www.se.edu/registrar/academic-catalogs/). Copy and paste it here.

Required Course MaterialsTextbook:

## ISBN#:

Insert Image of Textbook Cover If Applicable Here

It is **extremely important** that you obtain course materials before the start date of the course, including the textbook. You do not have to wait until you receive a copy of the syllabus to find out the required book for a given course. You may use the [SE Official Bookstore](https://se.bncollege.com/shop/se-oklahoma/home) to find the book. Try it now! Type in the information for one of your courses and see the book!
Handouts and other Course Materials:Supplemental Texts, Reference Texts and other materials such as calculators, USB drives, and supplies specific to your class should be listed in this location (it should be specified as required or optional).
Technology Requirements:\*\*If you plan on using ZOOM or Respondus in your course, you will need to list a webcam and a working microphone as required materials for your students.
Please read the [*Technical Requirements*](https://www.se.edu/cidt/student-resources/) policy on the Southeastern Distance Education website

In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Oftentimes technical problems are browser related, so if this occurs try a different browser. Typically, Chrome and Firefox work best Blackboard.

## Minimum Technical Skills

Students enrolled in this course will be expected to navigate Blackboard to obtain course content and complete assignments. Students may also be required to use other SE resources such as the SE library. To ensure each student is adequately equipped for these requirements, you have each been enrolled in a resource course titled Online Student Orientation. There, you will learn to navigate within the Blackboard folders and modules, as well as use the Bb resources. You will also learn about Respondus and ZOOM. You will complete tutorials on a variety of skills to help you take full advantage of what Blackboard and SE has to offer. If you have trouble loading the tutorials, please review the troubleshooting page upon entering the tutorials module. This course will provide you with the skills needed to succeed in this and other online courses. The Orientation course will take approximately two to four hours to complete in full. You will be required to provide proof of completion of the orientation before gaining access to course work folders. Discovery of falsified credentials (badge) is an integrity violation and will follow SE’s academic integrity policy.

## Prerequisites Knowledge/Skills:

Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource "course" Basics of Language Training (BOLT). These modules are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and APA format. The Basics of Language Training (BOLT) course contains self-paced modules on APA basic format as well as Citing Sources in APA.

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| You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, your instructor(s) may require work to be completed in the Basics of Language Training (BOLT) Course. The BOLT course will remain available to students throughout the program so that they may return to it as necessary. Additionally, the menu of each course will have a link to the Purdue OWL site, which is an excellent resource for quick reference when completing work.  |  |

Definition of a Week
Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week’s folder. All assignments will be due at 11:59pm, and the last assignment each week will be due on Sunday. **All** times will be based on the time zone of the institution: **Central Standard Time**.

Work Load
The amount of time you will spend in each course will vary from class to class, largely depending on prior education and experience with the topic of the class. Instructors will provide approximate time expectations for each task in the course, but individually, you may spend more or less on any given item depending on you reading speed, the need to re-read content, and how quickly you comprehend the subject and requirements. It is roughly estimated that you will spend an average of 12-15 hours per week in this course.

Course PoliciesCourse Availability

Courses will be made available to students one week (7 days) in advance of the start date. Instructors may choose to email students in advance with preview information.

**Course Content Availability**

Availability for general items within the course will not be withheld; however, if shortened visibility for assignments or exams is applied, a minimum of a **48-hour window of availability** will be provided.

Some instructors do **not** allow students to work **ahead** in the class. This is to ensure students receive sufficient feedback on assignments before completing subsequent assignments. This will not be a program-wide policy, and some instructors may allow students to work ahead. Please review and determine the policy for each course.

**Late Work**

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|  | Instructors will need to insert their own Late Work policy here. Here is an example: Late work will generally not be accepted. Instructors may make arrangements/exceptions on an individual basis for **extenuating**circumstances, and such exceptions may still be accompanied by significant penalty. If a student knows in advance that he or she will be traveling or unable to access the course for any reason, it is his or her responsibility to contact the instructor in advance and make arrangements to work ahead. |

If a student contacts the instructor **after** the due date, documentation will be expected. This includes documentation from IT in the case of technical difficulties. (If you submit a Bb Student Support Request form, you will automatically receive an email confirmation, which will be time stamped evidence of your due diligence in resolving the issue.) Keep back-up copies of your assignments and have a backup plan with at least one alternate location to complete the assignment or take a quiz or exam. Don’t wait until the last minute to complete assignments or take the quizzes and you won’t encounter these types of problems. Excuses such as “*I had to work,”* “*The system was down,*” “*My computer crashed*,” “*I lost my flash drive with my work on it,* “*I couldn’t get to a computer,*” “*I forgot about the assignment*,” “*I didn’t see the reminder announcement,”* “*I overlooked the assignment folder,” “I didn’t realize I submitted the wrong document*,” “*I didn’t realize I submitted a blank document*,” “*I couldn’t find the assignment in Bb,*” etc., etc., etc., are **not** considered extenuating circumstances. No extra assignments will be given to “*bring up your grade.*”

# ****University Policies:****

## Attendance:

The Registrar’s office defines attendance in online and blended classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with the instructor.

Never Attended = Students who never accessed Backboard to view the course or never completed any assignments that were due for the course. Statistics Tracking in Blackboard will be utilized in part for determining teacher candidates’ accessing of Bb.

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade.

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, **and** participating in discussion forums. Seven (7) consecutive days of non-participation **will** result in your access being disabled without warning. Participation, or lack thereof, may also affect your financial aid. Remember, Blackboard automatically tracks and records every click once you log into a Bb course. Bb administrators can see if and when you logged on, the date and time of day you logged on, and what you accessed once you logged in to the course.

You may also want to add something that reminds students to log in every day in case an assignment changes: Ex: This is an online course, but it does require active participation. You should log in every day during 7 weeks of this course. There will be a schedule posted, but updates to the schedule and additional information may be necessary during the course of this class. If you do not log in, you are oblivious to these changes. Just as in a standard class setting, updated announcements take precedence over syllabus and schedule postings. Missing an announcement and deferring to the schedule or syllabus will not be a legitimate excuse.

*Registrar’s definitions above will be used for all reporting purposes, per SE policy.*[Internet Etiquette (Netiquette):](https://www.se.edu/cidt/proper-netiquette/)
Distance conveys a degree of anonymity, and as a result, many people feel less inhibited in online situations than in their everyday lives. This lessening of inhibitions sometimes leads people to drop their normal standards of decorum when communicating online. Become familiar with the following guidelines regarding both online discussions and email messages.

[Southeastern Student Code of Conduct](https://www.se.edu/wp-content/uploads/2019/05/SE-Student-Handbook-Code-of-Conduct.pdf)

[Southeastern Academic Calendar](https://www.se.edu/registrar/academic-calendar/)

Tutor.com:Online tutorial service. **Tutor.com’s** services include personalized, live, and online assistance. You may access these services through the left-hand menu in any of your Blackboard courses.

[The Writing Center](https://www.se.edu/learning-center/) is also available to help with your writing.

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

[Blackboard Support](https://blackboard.se.edu/): Can be found on the Southeastern Blackboard homepage by clicking on Bb technical support request or in the lower right hand corner on “Live Chat” between the hours of 7:00am-1:00am CST.

Equity and Non-Discrimination Statement**:** Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

# Course Format

Menu:Each course will utilize a Course Template to accomplish a common look and feel. The template will contain a course menu with nine buttons:

* Course Home Page - Here, students may obtain quick information regarding announcements, assignments due, etc.
* Announcements - Announcements may be used to clarify assignments, make changes in the schedule, provide holistic feedback to the class, etc.
* Start Here - This section will contain the syllabus, the instructor's contact information, course policies, etc.
* Course Work - Here students will find a folder for each week of the course. All the content, assignments, etc. will be placed into the appropriate week's folder. An outline of contents should be placed on the front of the folder. Assignments may be due throughout the week.
* Henry G. Bennett Library - This is a link to the SE online library for convenience.
* Student Tools – Students may access any student tool from this area, including grades. They can also email the instructor or classmates from here.
* Student Email - All university announcements and other communication with instructors will be sent to student email. This link gives quick convenient access to student email.

Weekly Folders: There are Seven Weekly Folders, located on the Blackboard Home page tabs, containing all course exercises. Students will collaborate with the instructor and each other via the online tools provided by Bb, including discussion boards. All assignments, instructions, and explanations will be posted to Bb within the corresponding weekly folder. On the front of the folder is the Introduction. It will give you a summary of the contents of the folder as well as an introduction to the subject matter. Assignments, Quizzes, Discussion Boards, and Exams are contained in the sub-folders. The course content will be available from the beginning of the course with due dates listed for each assignment. Please note than early submission of an assignment will not result in the assignment being graded earlier.

**Course Calendar**

**Insert your 7 Week Course Calendar Here: A Template has been attached for you**

| Week | Lesson Title, Objective | Activities/Learner Interaction |
| --- | --- | --- |
| **One:** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |
| **Two:** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |
| **Three** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |
| **Four** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |
| **Five** | **Title:Objective:Materials:** | **Activities:Learner Interaction:**  |
| **Six** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |
| **Seven** | **Title:Objective:Materials:** | **Activities:Learner Interaction:** |

**If you do not like the table format, you can also use something like this:
Week #: Title of Lesson**

This week, you will complete the following Course Work:

* Week 5 Introduction (time in min)
* Introduction/Materials
* Activity (time in hours)
* Assignment (completion time in hours) Due Date by 11:59pm CST
* Assignment (completion time in hours) Due Date by 11:59pm CST
* Learner Interaction
* Week 5 Wrap-Up (time in min)
* Total Estimated Time Expectation: #### hours

*Tied to Objective: -------------------------*

**Learning Objectives:**

The objectives of this course are:

Do your best to make your learning objectives describe outcomes that are measurable, are stated clearly and written from the learner’s perspective, the relationship between your learning objectives or competencies and your course activities is clearly stated, and they are suited to the level of the course. List them here:

Alignment of Objectives with Local, State, and/or National Standards:If your course objectives are aligned with Local, State, and/or National Standards:

**Grading Policy:**

You should explain your course grading policy in as much detail as possible. Ex: What is the grading scale? Is based on a points system? A percentage system? Weighted? If it is weighted, what are your weighted categories and what will each category be worth? Will you round up a grade?

Here is an Example:

A=90-100% of total points

B=80%-89% of total points
C=70%-79% of total points

D=60%-69% of total points
F=0%-59% of total points

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| --- | --- | --- |
| Assignment List |  | Points |
| Discussion Boards  | 5 X 20 | 100 |
| Quizzes | 4 X 60 | 240  |
| End of Chapter Questions | 10 X 15 | 150 |
| Section Tests | 2 X 40 | 80 |
| Paper | 1 | 10 |
| Research Projects | 2 x 140 | 280 |
| Final  | 1 | 140 |
| Total |   | 1000 |

## Standard Grading Rubrics

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|  | Each course will use standard rubrics. They will be attached digitally to your assignments. You should always review the rubric scores and comments to fully understand the grade received and obtain all feedback provided |

If you attach rubrics to your course syllabus, this would be a good location to provide a copy as well.
Instructor Feedback:Instructor Feedback Time Statement should be inserted here.
Example: Students should expect a timely response to email questions and prompt grading and posting of assignments and exams. You should receive a response to your email within 24 hours. If you haven’t received a response within 24 hours, please email again just in case I overlooked it. You should do your best to email from your official SOSU student email account. **Be sure to include your name in the body of every email you send as well as the assignment number you are referencing.**

Students should expect prompt grading and posting of assignments and exams. Instructor feedback will be provided to students in 3 business days or Instructor feedback will be provided to students before the next assignment is due. (specified unit of time)

The professor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the course schedule.

## Course Evaluations

All students are asked to complete an anonymous evaluation of this course. A link to the course evaluation will be provided in Blackboard/Announcements during the last week of the course.