# Course Name **Syllabus**

## Part 1: Course Information

### Instructor Information

[Enter instructor name, email, phone number, and office hours.]

### Course Description

[Enter catalog description.]

### Prerequisite

[Enter prerequisite information.]

### Textbook & Course Materials

#### Required Text

[List required course textbooks. Include details such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.]

#### Recommended Texts and Other Readings

[List other readings available and how/where to access them.]

[Include a general statement such as “Other readings will be made available in the Blackboard (See Course/ Modules).”]

### Computer Hardware & Software Requirements

If you are working from home, you are responsible for having (or for the duration of the course having continuing access to) and maintaining:

* A computer that can access the Internet, load and properly display course resources, and access documents in [specify programs or applications such as Microsoft Word, PowerPoint, Adobe Acrobat for PDFs, RealPlayer, Flash, etc.] FYI, the university offers Microsoft Office for free. See [SSU-Microsoft EES Agreement Overview](http://www.shawnee.edu/offices/information-technology-services/it-documents/microsoft-agreement.aspx) for more information.
* An Internet connection (DSL, LAN, or cable connection desirable)
* Access to [other tools, resources, or materials]
  + [List other tools, resources, and materials needed by the student for success in the course, including materials that may have to be purchased like DVDs, CD’s, etc.]
  + If you use ProctorU in your course, please list information for students here.

### Course Structure

This course will be delivered entirely online through SSU’s course management system, Blackboard*.* You will use your account to login to the course via the [MySSU page](https://myssu.shawnee.edu/ICS) or directly from [Blackboard](http://blackboard.shawnee.edu/) .

[Use this space to describe the types of work your student will do. Add and remove listed activities as appropriate to your course. Example: In Blackboard, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using Blackboard and alternative Internet-based technologies. Activities will consist of chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting.]

### Blackboard Access

To get into this course on Blackboard, you must use a computer that accesses the Internet and that has the appropriate web browsers, Chrome or Firefox.

* You can access Blackboard by logging into MySSU (your login default page on campus or [MySSU External](https://myssu.shawnee.edu/ics/) off campus) and clicking Blackboard. Alternately, you can access Blackboard by using the address [Blackboard.](http://blackboard.shawnee.edu/) For login instructions, see [SSO Instructions](https://www.shawnee.edu/sites/default/files/documents/blackboard-single-sign-on.pdf).

### Email

Your SSU email is the official means of electronic means of communication. Please check SSU email often for updates/communications. It is recommended to subscribe to Blackboard Discussion Board Forums to receive prompt notification of activities within forums

### Technical Assistance

If you need technical assistance at any time during the course, please fill out the [ITS Get Help Form](https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/forms/it-service-desk-get-help) or email [itservice@shawnee.edu](mailto:itservice@shawnee.edu) with a detailed explanation of the issue. You can also call ITS at 740-351-3538. ITS hours are Mon-Thurs 8AM-5PM and Fri 9:00AM-4:00PM.

## Part 2: Course Objectives

[List the primary learning objectives for this course. Use action verbs to describe what students and you will accomplish through this course. A bulleted list is a good way to display these objectives as shown below]

* Objective
* Objective
* Objective

You will meet the objectives listed above through a combination of the following activities in this course:

[Provide instructions to students on how they are expected to meet the learning objectives for the course. For example: Will most objectives be met through examination? Or through participation? Or through projects?]

* [Attend …
* Complete …
* Participate …]

## Part 3: Topic Outline/Schedule

**Important Note**: Refer to the Course Calendar or Course Announcements in Blackboard for specific dates and times. Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

### Lesson 1: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Time  (30 min increments) | Due Date  (in EST) | Grading Information (points, category, type of assignment) |
| A. Assignment #1 Placeholder | Example  1 hour, 30 minutes | Example: Initial Post - Friday by 11:55 pm.  Response to Peers -  Sunday by 11:55 pm. |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 2: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 3: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 4: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 5: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 6: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

### Lesson 7: Title

|  |  |  |  |
| --- | --- | --- | --- |
| Activities | Appx. Appx. Time | Due Date  (in EST) | Grading Information |
| A. Assignment #1 Placeholder |  |  |  |
| B. Assignment #2 Placeholder |  |  |  |
| C. Assignment #3 Placeholder |  |  |  |

[Note about calendar/schedule: while it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document in your Blackboard course, or use the Blackboard calendar tool. Regardless of which you choose, be consistent, and keep your calendar up-to-date to help students follow along, reduce confusion, and emphasize time on task.]

## Part 4: Grading Policy

### Graded Course Activities

[Explain clearly how students’ work will be graded.]

[Example: Visit the Assignments link in Blackboard for details about each assignment listed below. Click on Assessments to access quizzes and exams. (See Part 4 for more information about accessing tools and activities).]

|  |  |
| --- | --- |
| Points | Description |
| # | Item 1 (List all activities, tests, etc. that will determine the students’ final grade) |
| # | Item 2 |
| 100 | Total Points Possible |

### Letter Grade Assignment

[Include an explanation between the relationship of points earned and final letter grade. Example: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:]

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percentage | Performance |
| A | 93-100% | Excellent Work |
| A- | 90-92% | Nearly Excellent Work |
| B+ | 87-89% | Very Good Work |
| B | 83-86% | Good Work |
| B- | 80-82% | Mostly Good Work |
| C+ | 77-79% | Above Average Work |
| C | 73-76% | Average Work |
| C- | 70-72% | Mostly Average Work |
| D+ | 67-69% | Below Average Work |
| D | 60-66% | Poor Work |
| F | 0-59% | Failing Work |

## Part 5: Course Policies

### Completing Assignments

[Example: All assignments for this course will be submitted electronically through Blackboard unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student’s grade.]

### Understand When You May Drop This Course

Students may drop a class or withdraw with no “WD” grade through the first Friday of a half-session via MySSU or by completing the proper form with the Student Business Center. A refund will occur anytime a student drops an E-campus course during the first five days of the session (7-week session). If an E-campus course is the full semester, the student has two weeks to drop at 100% refund of tuition and fees. If dropping a class, a refund will only result if the total credit hours drops below 12 credit hours. A withdraw after the first Friday will result in a grade of “WD” on the student’s academic record. Withdrawing from courses may affect Title IV student financial aid funds. Please refer to the [Financial Aid: Satisfactory Academic Progress (SAP)](https://www.shawnee.edu/admission-and-financial-aid/financial-aid/satisfactory-academic-progress-policy) section of Shawnee’s website.

You may withdraw from a class through the fourth week of a half-session via MySSU or by completing the Registration Add/Drop form from the Student Business Center. Any drops after this date are only by formal appeal to the Registration Appeals Committee.

Please refer to the Registrar’s website for official dates pertaining to each term at: [Academic Calendar and Important Dates](https://www.shawnee.edu/areas-study/academic-calendar-important-dates)

### Incomplete Policy

If you are unable to attend class for an extended period of time, you may contact the faculty member responsible for the class to request an incomplete grade. Incompletes must be completed by the agreed upon date or the end of the subsequent semester, if work is not completed the Incomplete will become an F. The Incomplete Policy and Forms may be [found here](https://www.shawnee.edu/admission-and-financial-aid/registrar/forms-policies#incomplete-grade).

### University ADA Statement

Any student who believes they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at 740-351-3608, or [SSUAccessibilitly@shawnee.edu](mailto:SSUAccessibilitly@shawnee.edu) (Hatcher Hall, 1001 4th Street) and schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized.

The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible.

The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so.

Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

Additional information can be found [here](https://www.shawnee.edu/campus-life/accessibility-services/ada-overview).

### SSU’s Title IX Statement

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sexual orientation, gender, gender identity or gender expression, veteran status or military status. These acts violate an individual’s fundamental rights and personal dignity and will not be tolerated. The University seeks to address all forms of discrimination and harassment, and all sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff, and visitors. Faculty members are considered “Mandatory Reporters” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. To report concerns please go to this [webpage](https://www.shawnee.edu/campus-life/title-ix/report-incident).

### SSU’s Religious Accommodations Policy

As an essential part of a liberal society, an individual should have the freedom to believe or not in a religion or spiritual belief system. Under the Ohio Revised Code section 3345.024, also known as “The Testing Your Faith Act,” a student may be absent for up to three days per semester to “take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.” Pursuant to University Policy 2.21 and Procedure 2.21:1, students are required to notify faculty of their various classes about necessary absences as early as possible after the commencement of a course, and not more than fourteen (14) calendar days after the first day of instruction in the course. Faculty will make accommodations without questioning the sincerity of the student’s religious or spiritual belief system, and will keep all requests confidential. For additional information about this policy or procedure, please contact the Office of the Registrar at (740) 351-4734 or [ssu\_registrar@shawnee.edu](mailto:ssu_registrar@shawnee.edu). Complaints regarding this policy and procedure may be submitted by selecting Religious Accommodation [online](https://www.shawnee.edu/complaint).

### SSU’s Academic Honesty Policy & Procedures

Students at Shawnee State University are required to do their own work on all tests and assignments. Any form of cheating may result in your being withdrawn from a particular course or courses and a failing course grade, as well as possible dismissal from the University. Additional information may be found in the [Student Conduct Code](https://www.shawnee.edu/campus-life/dean-students/student-conduct-code).

### SSU’s Netiquette Policy

Netiquette, or network etiquette, defines appropriate behavior in the online learning environment. The etiquette guidelines that govern behavior when communicating on the Internet is known as netiquette. Netiquette covers not only rules of behavior during discussions, but also guidelines that reflect the unique electronic nature of the medium. The online environment includes any communication that occurs via technology, such as email, discussion boards, chat rooms, websites, blogs, wikis, text messages and instant messaging.

#### Security

Don’t share your password with anyone or change your password if you think someone else might know it. Always logout when you are finished using the system

#### Guidelines

* Treat instructor and classmates with respect in online communication
* Use clear and concise language
* Remember that all college level communication should have correct spelling and grammar
* Avoid slang terms such as “idk” and texting abbreviations such as “u” instead of “you”
* Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
* Be cautious when using humor or sarcasm it does not always transfer in email or discussion and might sound offensive
* Be careful with personal information
* Only send communication as yourself and do not do so anonymously or use forged messages from others’ email, Blackboard or other College managed communication

#### Email and Discussion Board

* Use a descriptive subject line such as “last name,” class & section
* Include your name in your message
* Make posts that are on topic and within scope of course material
* Take your posts seriously and review and edit your posts before sending
* Be as brief as possible while still making a thorough comment
* Always give proper credit when referencing or quoting another source
* Avoid short, generic replies such as, “I agree.” Include why you agree or add to the point
* Always be respectful of others’ opinions even when they differ from your own
* When you disagree with someone you should express your differing opinion in a respectful way
* Do not make personal or insulting remarks
* Be open-minded