*Note: please refer to your departmental Handbook for any policies or requirements that are specific to your course syllabus. Ensure you modify any red text in this syllabus template.)*

Course Syllabus: [course name]

[Term], Section [number]

[Title, Instructor Name]

Kent State University

[School, College, and Department]

Office Phone:

Email:

Delivery format: This is a 100% online, asynchronous, web-based course [change for hybrid or synchronous]

Dates:

# Course Information

### Course Description

Include the course description. You might also provide a brief overview of the course including:

* How it fits into the curriculum of the program.
* Why this course is relevant to students’ course of study, and how the skills learned in this course will transfer to the work setting or contribute to their development as life-long learners.
* Describe the conceptual structure of the course and its weekly / modular folder organization, i.e. why or how the order is a logical progression toward achieving course goals and learning objectives

Be sure to acknowledge whether or not the course meets or fulfills specific program or university requirements, such as Kent CORE courses, and include any mandated language describing requirement fulfillment.

### Course Times and Location

This is a fully online, XXX week course. There will be no face-to-face meetings. All assignments have due dates and times; please refer to the course schedule located within the course.

*EDIT THIS LANGUAGE AS NEEDED FOR A HYBRID COURSE, as well as courses that have required synchronous components.*

### Prerequisites

List any and all prerequisites such as certain courses, specific skills, or knowledge that is required. Make sure to include the banner course number and title for required pre-requisite courses. If there are NO course prerequisites, the following statement might be included:

This course has no prerequisites and does not assume any previous knowledge of [the subject matter, etc. of your course.]

### Course Goals (any non-measurable course goals like “understand”, “know”, “learn”, etc., can be put here; this item is optional)

By the end of this course, you will:

1.
2.

### Course Learning Outcomes (or Learning objectives, etc. These are the measurable objectives for the course)

By the end of the course, you will be able to:

1.
2.

### Learning Materials

List all required, recommended, or supplemental course materials:

* Clearly identify which materials are required, recommended, & supplemental
* List all required textbooks, workbooks, websites, etc.
* Be sure to include specific details such as title, author, ISBN #
* Include links to any supplemental materials that accompany required textbooks such as a companion website, ePUB digital textbook, etc.
* Direct students to sources where they can purchase required course materials
* Consider listing the full citation for all required course materials

Some of the materials in this course are stored in Course Reserves. These materials will not be available to you through Course Reserves after the course ends. It is recommended that you download and save these materials for future reference.

Access to the required textbook is available through Flashbooks at a discounted rate applied to your account, and no additional purchase is needed. You may manage your options and access the e-book within your course. For additional information, please see the [Flash Books Student FAQ](https://www.kent.edu/node/733961).

# Getting Started in your Online Course

For any Kent State student taking an online course, there is online-specific information and resources available on the [***Getting Started in your Online Course***](https://www.kent.edu/onlinelearning/getting-started-your-online-course) web page.

Throughout this syllabus, you may be directed to go to this page for more information, and will always be able to use the link referenced above.

# Technology Requirements and Skills

### Computer Hardware and Software

*A personal computer with consistent, reliable Internet access is required, and must meet the following requirements:*

1. A DSL or cable connection to the Internet; dial-up is not sufficient.
2. Laptop or desktop computer with a minimum of a 2 GHz processor and 2 GB of RAM

You should have the following software installed on your computer:

1. An actively supported operating system such as Windows 10 for PC computers OR Mac OS X 10.11 or newer for Apple Mac computers.
2. Microsoft Office Suite (Word, Excel, PowerPoint).
3. Antivirus for Windows OS, [Microsoft Security Essentials](http://windows.microsoft.com/en-US/windows/products/security-essentials) OR Antivirus for Mac OS, [Sophos](http://www.sophos.com/en-us/products/free-tools/sophos-antivirus-for-mac-home-edition.aspx)
4. A compatible browser, such as the latest version of Firefox, Chrome, or Safari. **Internet Explorer is NOT a supported browser and should not be used.**

### Technology Skills

List all the technology skills students will need to be successful. This might include: navigating a computer operating system, launching and quitting applications, connecting to the Internet, using a web browser to search the World Wide Web, downloading, saving, and uploading files, and sending and replying to email. It might also include basic skills in MS Word, MS PowerPoint, Google docs, or any other software applications that the course will be using.

## Canvas

This class will use Canvas, the official learning management system (LMS) used by Kent State University to deliver course materials to university students. ALL course materials and activities will take place in Canvas.

In order to login to the online Canvas LMS, you will need a Kent State FlashLine User Name ID and password.

* You can login to Canvas either through FlashLine or via a direct link to the login page: <https://kent.instructure.com/login>

For help using the LMS, use the “Canvas Student Guides” link in your course.

In general, Canvas works best using the latest version of most major web browsers, including Firefox, Chrome, and Safari.

### Technology Help Guidelines

Kent State University offers 24/7 technology support to all students. For technical issues with your computer, any KSU-supported software, Blackboard Learn, FlashLine, and University email, please contact Information Services via phone, email, or Live Chat. More information, including contact information, is available on the [Information Services](https://www.kent.edu/is) web page. Students can access tech help day or night by calling **330-672-HELP.**

**30-Minute Rule:** When you encounter struggles with technology, give yourself 30 minutes to ‘figure it out.’ If you cannot, then post a message to the discussion board; your peers may have suggestions to assist you. You are also directed to contact the KSU Helpdesk 24/7. As a last resort, contact me. However, do not expect an immediate reply, and I cannot guarantee that I will be able to help with any and all technology issues.

When posting or sending email requesting help with technology issues, whether to the Helpdesk or me, use the following guidelines:

* 1. Include a descriptive title for the subject field that includes 1) the name of course 2) the issue. Do NOT just simply type “Help” into the subject field or leave it blank.
	2. List the steps or describe the circumstance that preceded the technical issue or error. Include the exact wording of the error message.
	3. When possible, always include a screenshot(s) demonstrating the technical issue or error message.
	4. Also include what you have already tried to do to remedy the issue (rebooting, trying a different browser, etc.).

# Policies and Expectations

### Online Attendance Policy

Online courses are conducted on the premise that regular attendance requires students to log into the Bb Learn learning management system (LMS). Attendance is measured both by virtual presence in the online course and student interaction with course learning materials and assignments. Students are expected to check their Kent State e-mail and to log into their course several times during the week.

All actions by students in the Bb Learn LMS can be tracked. At any time during the course, an instructor may generate a report that indicates when and how long individual students have been logged into the LMS, or engaged with course materials or course tools.

Students who anticipate an absence from the course due to medical or other reasons should consult with the instructor individually. An absence due to illness or injury requires verification from a medical professional and should be presented to the instructor.

### Communication with your Instructor

1. Email course questions and personal concerns, including grading questions, to me privately using your @kent.edu email. Do NOT submit posts of a personal nature to the discussion board. Email is the preferred method of contact, and will yield the fastest response. Student Forum/Q&A discussion boards will be checked at least once per day. For a faster response, please send me a direct email.
2. Email will be checked at least once per day Monday through Friday, and at least once during the weekend. I will respond to all emails within 24 hours during the week, and within 48 hours during the weekend. If there are special circumstances that will delay my response, I will make an announcement to the class.
3. I will hold Virtual Office Hours every [day, time], as well as special office hours for dedicated topics, such as a large, upcoming assignment. Special topic hours will be announced in advance through the Announcement tool. I am also happy to schedule one-on-one office hours in person, via phone, via Teams, or through instant messenger.
4. One major way that I will communicate with you is via the Announcements tool. Announcements will also be sent out to your Kent State email. It is your responsibility to read all announcements, and to contact me should you have any questions or concerns regarding an announcement. I may also send you an individual, direct email about your work or progress in the course.
5. Assignment feedback is another way that we will communicate with each other. It is expected that you will read all feedback, and use the information to improve your work on future assignments. If you have questions or need clarification on any feedback you receive, please contact me via email.

### Online Student Conduct and (N)etiquette You may edit this as you’d like

Communicating appropriately in the online classroom can be challenging. In order to minimize this challenge, it is important to remember several points of “internet etiquette” that will smooth communication for both students and instructors:

1. **Read first, Write later.** Read the *entire* set of posts/comments on a discussion board before posting your reply, in order to prevent repeating commentary or asking questions that have already been answered.
2. **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written electronic communication. Therefore, please review email and discussion board posts before submitting to assess the tone. For example, humor and sarcasm may be easily misinterpreted, so they may be best to avoid. Also, do not write using all capital letters because it can be interpreted as yelling. Lastly, you may want to consider using emoticons when appropriate, which can be helpful in conveying nonverbal feelings. ☺
3. **Consider the privacy of others.**Ask permission prior to giving out a classmate's email address or other information. You are not to share anything from this class with others who are not in this class, including peer work, class discussions, or course materials. Similarly, do not communicate anything within this class that is confidential or private.
4. **Keep attachments small.** If it is necessary to send pictures, change the size to an acceptable size of 250kb or less (there are several programs you can use to do this such as: Photoshop, Paint, GIMP, and picresize.com).
5. **No inappropriate material.** Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is strictly forbidden.

**NOTE***:* The instructor reserves the right to remove posts that are not collegial in nature and/or do not meet the Online Student Conduct and Etiquette guidelines listed above.

### University Use of Electronic Email

A university-assigned student e-mail account is the official university means of communication with all students at Kent State University. Students are responsible for all information sent to them via their university-assigned e-mail account. If a student chooses to forward information in their university e-mail account, he or she is responsible for all information, including attachments, sent to any other e-mail account. To stay current with university information, students are expected to check their official university e-mail account and other electronic communications on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that electronic communications be checked minimally twice a week.

# Assignments and Grades

A detailed breakdown of course assignments, due dates, and due time is available as a separate .pdf document that can be accessed by clicking on the **Syllabus & Course Schedule** link in the left-hand column of the course.

### Written Assignments

Students should submit all written assignments via the Bb Learn Assignment tool using the following guidelines:

Make sure to clearly state how students are required to format, cite, and submit their written work for your online course. The following should be included:

* Style manual for formatting and/or citation (MLA/APA); Instructions / directions for locating, using the style manual or link to appropriate documentation in your online course
* Specific style requirements: name in header, line spacing, page numbers, min font size, font family
* Specify what tool(s) will be used to submit written work
* Naming convention for files, for ex. Smith.assignment1.doc
* Protocol for subject of message when submitting via email, for ex. Smith, A Psych 101 Assignment 1

### Discussion Boards

Clearly state your expectations for participation in the course discussion forums. If discussions are an integral part of your course, clearly explain how students will be graded for their participation in the online discussions. You might want to include the following:

* Number of required posts, number of required replies
* Recurring, scheduled due dates (and times) for posts and replies
* Specific criteria that outlines satisfactory posts and replies (could be a mini-rubric in the post directions or a Bb Learn rubric attached to a discussion forum topic)
* Any conventions for posting such as title of Subject line, attaching files, etc.
* Any individual rules/policies about posting. For example, whether or not students are allowed to edit their post once it’s been posted to the discussion board, whether or not they should read other student’s posts or post first then read and reply, etc.

### Tests and Quizzes

For any quizzes, tests, or exams provide the information the students will need to know in order to take and submit them in the way you would prefer.

* Provide links and instructions for any special software your exams use, such as plagiarism checkers or proctoring services.
* Remind students to avoid refreshing their browser during a test and that only Firefox, Chrome, and Safari are supported browsers.
* Give students information about the settings for your tests: if there is a timer, how long it is, if the test is auto-submitted at the end of the time, how many attempts are available, if there are multiple attempts if the highest or most recent grade will be taken, etc.
* Tell students if the quiz or exam is open-book, open-note, etc. Also let them know if there are any quizzes or exams where they may receive partial credit for their answer.

### Rubrics

A grading rubric is a list of specific and measurable criteria for evaluating course work. Grading rubrics should be viewed prior to beginning work on a graded discussion or assignment, to help guide the successful completion of the task, and again once a grade has been posted to view instructor feedback.

To view grading rubrics for instructor feedback on scored assignments, click on the link to **Grades**located in the main navigation sidebar in your course.  On the Grades page, a link to the rubric is displayed next to the total assignment points.

### Grading and Feedback

Feedback on assessments is vital. It is important that students understand where, when, and how they will receive feedback on all graded assessments. Include the following:

* Where do students find their grades and feedback?
* How often will grades be posted? How long after quiz, exam, assignments, etc. can students expect feedback?
* What type of feedback is going to be provided (written, voice)?
* Will assignments be returned to students?
* Is there an established process or policy for handling disputes or appeals of students’ grades?
* Clearly state when you will have assignments graded with feedback. For a typical, 15-week course, it is recommended to have an assignment graded within one week of when learners turn it in; for shortened courses, this turnaround time will also need shortened.
* Also consider when learners will need graded work returned in order to use the feedback to improve their work on a future assignment. In these cases, the one-week turnaround time may need to be shortened.

### Late and Make-up Work Policy

Clearly state the department and/or course policy for late and make-up work. Include specific criteria for designating work “late” or circumstances that qualify for make-up work. State any reduction in points, etc. for late and make-up work and how it might affect the final grade.

If you do not accept late work and, for example, you have enabled settings in Bb Learn such that assignments cannot be submitted after the due date and time, you might state that as well.

If there is no specific policy, you might state something such as, “Late work will be accepted on a case-by-case basis. Please contact your instructor if submitting an assignment after the scheduled due date.”

### Assignment Distribution and Grading Scale

Make changes to any of the red text to reflect the type, number, and point value of assignments in your course. Also, complete the grading scale to reflect your point values and grading scheme. If you are using a weighted system, please add an additional column to the table below to identify the weight for each assessment type.

|  |  |  |
| --- | --- | --- |
| Method of Assessment | Number of Assessments | Total Points |
| Quiz |  |  |
| Exam |  |  |
| Discussion |  |  |
| Journal |  |  |
| Written assignment |  |  |
| Project |  |  |
|  | **Total Possible Points** |  |

Some instructors prefer to use a weighted grading system. Many students, especially undergraduates, may not be familiar with this scheme. **If you are NOT using a weighted grading scale, delete the links below.**

You can calculate your weighted average grade at any time during the course by using one of the following online tools listed below:

You can calculate your weighted average grade at any time during the course by using one of the following online tools listed below:

* [Blacks Domain Weighted Average Grade Calculator](http://www.blacksdomain.com/files/Notes/WA_Calculator.php)
* [Mercer University Weighted Average Grade Calculator](https://forms.mercer.edu/registrarcalc/weightedaverage.html)

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| Percentage of Earned Points | Earned Points | Grade |
| 94% - 100%  | 940-1000 | A |
| 90% - less than 93% | 900-929 | A- |
| 87% - less than 90% | 870-899 | B+ |
| 84% - less than 87% | 840-869 | B |
| 80% - less than 84% | 800-839 | B- |
| 77% - less than 80% | 770-799 | C+ |
| 74% - less than 77% | 740-769 | C |
| 70% - less than 74% | 700-739 | C- |
| 67% - less than 70% | 670-699 | D+ |
| 64% - less than 67% | 640-669 | D |
| Under 64% | 639 and under | F |

# University Policies

Students are required to be aware of and follow all general and academic policies established by Kent State University. A list of University academic policies is listed under the “University Policies” tab on the ***Getting Started in your Online Course*** page. Specific policies for this course can be found here in the Syllabus.

### Students with Disabilities

Kent State University is committed to inclusive and accessible education experiences for all students. University Policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure equal access to course content. Students with disabilities are encouraged to connect with Student Accessibility Services as early as possible to establish accommodations. If you anticipate or experience academic barriers based on a disability (including mental health, chronic medical conditions, or injuries), please let me know immediately.

Student Accessibility Services (SAS) Contact Information: University Library, Suite 100, Email: sas@kent.edu, Phone: 330-672-3391; VP 330-968-0490, Web: [www.kent.edu/sas](https://www.kent.edu/sas)

The LMS accessibility statement can be found in the **University policies section** of the Getting Started in Your Online Course link within your course.

### Course Enrollment and Withdrawal

University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashLine) prior to the deadline indicated.

If registration errors are not corrected by this date and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester for any class in which you are not properly registered. Also, it is your responsibility to check the withdrawal dates for each semester. For more information, see the “Course Enrollment and Withdrawal” section in the ***Getting Started in your Online Course*** page.

### Plagiarism and Academic Integrity

Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

For more information see the Kent State policy on plagiarism in the **University policies section** of the Getting Started in Your Online Course link within your course.

# Subject to Change Statement

The syllabus and course schedule may be subject to change. Changes will be communicated via email and Announcement tool. It is the responsibility of students to check email messages and course announcements to stay current in their online courses.