Course Syllabus: [course name]

### [Term], Section [number]

[Title, Instructor]

Kent State University

[School, College, and Department]

Office Phone:

Email:

Delivery: 100% Web-Based, Asynchronous change for hybrid or synchronous]

Dates:

# Course Information

### Course Description

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; please refer to the course schedule located within the course.

EDIT THIS LANGUAGE AS NEEDED FOR A HYBRID COURSE.

### Prerequisites

List any and all course prerequisites such as specific skills, knowledge or courses that are required. Make sure to include banner course number and title for required 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**By the end of this course, you will:

1.
2.

### Course Learning Outcomes

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 or 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

# Technology Requirements and Skills

### Computer Hardware and Software

Students new to Kent State University should review Information Service’s [Technology Viewbook.](http://www.kent.edu/is/helpdesk/checklist/students.cfm) A personal computer with consistent, reliable Internet access is required:

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 one of the following computer operating systems and additional software applications installed on your computer:

1. Windows 7 system operating software for PC computers OR Mac OS X 10.6 or 10.7 for Apple Mac computers.
2. Microsoft Office Suite (Word, Excel, PowerPoint) [www.microsoftstore.com](http://www.microsoftstore.com/store/msusa/en_US/cat/Education/categoryID.67906800).
3. A free version of Microsoft Office is available for students. Instructions and information can be found on [support.kent.edu](http://bbcrm.edusupportcenter.com/link/portal/8096/8210/Article/10904/Microsoft-Student-Advantage-FREE-OFFICE).
4. Antivirus for Windows OS, [Microsoft Security Essentials](http://windows.microsoft.com/en-US/windows/products/security-essentials%22%20%5Ct%20%22_blank%22%20%5Co%20%22Microsoft%20Secturity%20Essentials) OR Antivirus for Mac OS, [Sophos](http://www.sophos.com/en-us/products/free-tools/sophos-antivirus-for-mac-home-edition.aspx%22%20%5Ct%20%22_new%22%20%5Co%20%22Sophos)
5. A Blackboard Learn compatible browser, such as the latest version of Mozilla Firefox. Blackboard also supports Chrome and 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, and any other software applications that the course will be using.

**Blackboard (Bb) Learn**

This class will use Blackboard (Bb) Learn, 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 Bb Learn.

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

* Students can login to Bb Learn either through a student FlashLine account or via a direct link to the login page: <http://learn.kent.edu>

For help using the Blackboard (Bb) Learn system use the “Blackboard Help” link in the main navigation. Help can also be found on the Kent State Blackboard support website:

<http://www.kent.edu/is/edtech/elearning/student/index.cfm>

In general, Bb Learn works best using the latest version of most major web browsers, including Firefox, Chrome and Safari. For a complete list of supported web browsers, please follow the link the to KSU Blackboard support web site: <http://www.kent.edu/is/edtech/elearning/support.cfm>

### Technology Help Guidelines

1. **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.
2. 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 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 the system multiple times (at least every other day) 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 online course due to technical or medical 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 Policy

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.
2. Email will be checked at least twice per day Monday through Friday; Saturday and Sunday, email is checked once per day. During the week, I will respond to all emails within 24 hours; on weekends and holidays, allow up to 48 hours. If there are special circumstances that will delay my response, I will make an announcement to the class.
3. Student Forum/Q&A discussion boards will be checked twice per day Monday through Friday; Saturday and Sunday, these discussion boards will be checked once per day.
4. Virtual office hours will be held using the Blackboard IM tool. Instructions for downloading the tool and usage are located in the START HERE folder in Bb Learn LMS. 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 Skype, or through instant messenger.
5. For questions related to technology, please contact: 330-672-HELP for 24/7 support.

### Online Student Conduct and (N)etiquette

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. Review email and discussion board posts BEFORE submitting. Humor and sarcasm may be easily misinterpreted by your reader(s). Try to be as matter-of-fact and professional as possible.
3. *Follow the language rules of the Internet*. Do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings. ☺
4. *Consider the privacy of others.* Ask permission prior to giving out a classmate's email address or other information.
5. *Keep attachments small*. If it is necessary to send pictures, change the size to an acceptable 250kb or less (one free, web-based tool to try is picresize.com).
6. *No inappropriate material*. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is 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 and due dates by lesson module is available as a separate .pdf document that can be accessed in Bb Learn by clicking on the **Syllabus &** **Course Schedule** link in the course menu.

**Writing Assignments**

Students should submit all writing 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.

* Is your test in Blackboard Learn or taken through another service, such as ProctorU or a publisher website?
* Will your students need to use Respondus Lock-down Browser or SafeAssign?  Provide links and instructions if so.
* Remind students to avoid refreshing their browser during a test and that only Firefox, Chrome, and Safari are supported browsers for Blackboard Learn.
* 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.

**Assessment 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:

* Are you using the Bb Learn Grade Center? Your own custom grade center? Where do students find their grades?
* How often will grades be posted? How long after quiz, exam, assignments, etc. can students expect feedback (this could be in the “Grading and Feedback” section as well or instead)
* 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?

**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 rubric for instructor feedback on scored assignments, click on the link to **My Grades** located in the main navigation sidebar in your Bb Learn course.  On the My Grades page, a link to “View Rubric” appears below the score in the **Grade** column.

**Late and Make-up Work Policy**

Clearly state the university, department, and/or personal 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.

**Grading and Feedback**

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.

**Assignment Distribution and Grading Scale**

|  |  |  |
| --- | --- | --- |
| Method of Assessment | Number of Assessments | Total Points |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **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:

Blacks Domain Weighted Average Grade Calculator: <http://www.blacksdomain.com/files/Notes/WA_Calculator.php>

Mercer University Weighted Average Grade Calculator <http://www.mercer.edu/registrarcalc/weightedaverage.html>

|  |  |  |
| --- | --- | --- |
| Percentage of Earned Points | Earned Points | Grade |
| 93% -100%  | 930-1000 | A |
| 90%-92% | 900-929 | A- |
| 88%-89% | 880-899 | B+ |
| 83%-87% | 830-879 | B |
| 80%-82% | 800-829 | B- |
| 78%-79% | 780-799 | C+ |
| 73%-77% | 730-779 | C |
| 70%-72% | 700-729 | C- |
| 68%-69% | 680-699 | D+ |
| 60%-67% | 600-679 | D |
|  Under 60% | 599 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 the general academic policies is listed on the online version of the [Kent State University Catalog](http://www.kent.edu/catalog/2010/policies/general.cfm). Specific policies related to the successful completion of this online course can be located and reviewed in your Blackboard Learn course.

University policies are located in the **Online Student Support Services & University Policies** folder contained within the START HERE folder in your Blackboard Learn course. [include this only if you are using the Kent State Online template, or include this information in your online course].

**Students with Disabilities**

(Revised 6/01/07) University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit [www.kent.edu/sas](http://www.registrars.kent.edu/disability/) for more information on registration procedures).

Blackboard Learn accessibility statement: <http://blackboard.com/Platforms/Learn/Resources/Accessibility/WebCT-Accessibility.aspx>

**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.

**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: <http://www.kent.edu/academics/resources/plagiarism/>

## Subject to Change Statement

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