Syllabus: course #
Title of the Course
FALL/SPRING/SUMMER TERM 2015

***This syllabus template has been created to provide online-education-related course information and to be screen-reader accessible. Edit according to your own course policies and content, then remove the red notes and yellow highlights.***

***Once you have completed your edits (including removing red text and highlighted text), click on the Author tab, click the Syllabus hyperlink, and then select Choose File to upload your edited version.***

# Course Overview

## Instructor

Instructor:

Email address:

Phone number:

Office hours:

## Course Delivery

This course is fully online. To access the course, please visit [onlinelearning.rutgers.edu](http://onlinelearning.rutgers.edu/ecollege-student-faq). For more information about course access or support, contact the Online Learning Help Desk via email at help@canvas.rutgers.edu or call 848-932-4702.

## Course Description

[Course description 1-2 paragraphs]

## Prerequisites

[Insert prerequisites here – course/degree requirements]

* [01:355:101 Composition]
* [01:050:300 Topics in American Studies]

## Important Dates

The course begins on 1/20/2016 and ends on 5/13/2016, and the last day to drop the course without a “W” grade is 1/29/2016.

## Course Learning Objectives

By the end of this course, students should successfully be able to:

* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]
* [Learning outcome]

## Course Materials

***To instructor: List course textbooks and supplemental materials. Include citations, when appropriate, and indicate whether materials are print or electronic***

### Required Text(s)

[Text Title] (including ISBN number)

[Text Title] (print)

[Text Title] (electronic, on Learning Studio (eCollege))

### Required Videos and/or Website Materials

[Title] (URL)

[Title] (URL)

### Optional Materials

[Text Title] (print)

[Title] (URL)

## Technology Requirements

***To instructor: Amend this list according to your course technology requirements***

### Baseline technical skills necessary for online courses

* Basic computer and web-browsing skills
* Navigating Learning Studio (eCollege)

### Technology skills necessary for this specific course

* Live web conferencing using Big Blue Button
* Collaborating on VoiceThread
* Recording a slide presentation with audio narration
* Recording, editing, and uploading video

### Required Equipment

* Computer: current Mac (OS X) or PC (Windows 7 or newer) with high-speed internet connection
* Webcam: built-in or external webcam, fully installed
* Microphone: built-in laptop or tablet mic or external microphone

### Required Software

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint

# Assessment

***To instructor: The following examples are provided as a suggestion; fill in your own assignments in the following table, and then provide a brief assignment overview.***

## Assignment Summary

Below are the assignments required for this course and the value of each assignment to the course grade as a whole. Please refer to the course calendar (on Learning Studio (eCollege)) and/or the course schedule (below) for specific due dates.

| Assignment | Points |
| --- | --- |
| Midterm Exam | 20 |
| Final Exam | 30 |
| Research Essay | 15 |
| Discussion & Other Learning Activities | 15 |
| Team Project | 20 |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | 100 |

*See course schedule, below, for due dates.*

## Assignment Overview

### Midterm Exam

* [summarize format, stages, feedback, and other key issues as needed]

### Research Essay

* [summarize format, stages, feedback, and other key issues as needed]

## Grading Scale

(Source: Rutgers standard undergraduate grade scale)

| Grade | Range |
| --- | --- |
| A | 90 – 100 |
| B+ | 85 – 89 |
| B | 80 – 84 |
| C+ | 75 – 79 |
| C | 70 – 74 |
| D | 60 – 69 |
| F | Below 60 |

## Student Participation Expectations

***To instructor: The following policies are provided as a suggestion; revise and adapt as needed.***

Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

* **Logging in**: **AT LEAST ONCE PER WEEK**Be sure you are logging in to the course in Learning Studio (eCollege) each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me as soon as possible.
* **Time Commitment**

To be successful in this course, you should plan to dedicate approximately 8-10 hours per week.

* **Office hours and live sessions**: **OPTIONAL OR FLEXIBLE**All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.
* **Participating in discussion forums**: **4 OR MORE TIMES PER WEEK**As participation, each week you can expect to post at least four times as part of our substantive class discussion on the week's topics.

## Discussion and Communication Guidelines

***To instructor: The following guidelines are provided as a suggestion; revise and adapt as needed.***

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

* **Writing style**: While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics. Please also refrain from using all CAPITAL LETTERS, as this is often interpreted as shouting.
* **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online. Treat your instructor and fellow students with respect at all times, and in all communications.
* **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
* **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Learning Studio (eCollege) discussion.

# Support and Policies

***To instructor: The following policies are provided as a suggestion; revise and adapt as needed.***

## Late Work and Make-up Exams

[Fill in late assignment policy]]

## Faculty Feedback and Response Time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can email help@canvas.rutgers.edu or call 848-932-4702 if you have a technical problem.)

### Grading and Feedback

For large weekly assignments, you can generally expect feedback within **7 days**.

### E-mail

I will reply to e-mails within **24 hours on school days**.

***To instructor: Include here any specific email instructions like, “Please include the course number in the subject line”, etc.***

### Discussion Board

***To instructor: Include here specific guidelines around when students should expect discussion forum feedback, such as "I will check and reply to messages in the discussions every 24 hours on weeknights."***

## Academic Integrity

The consequences of scholastic dishonesty are very serious.  Please review the [Rutgers’ academic integrity policy](http://academicintegrity.rutgers.edu/academic-integrity-policy/).

Academic integrity means, among other things:

* Develop and write all of your own assignments.
* Show in detail where the materials you use in your papers come from. Create citations whether you are paraphrasing authors or quoting them directly. Be sure always to show source and page number within the assignment and include a bibliography in the back.
* Do not fabricate information or citations in your work.
* Do not facilitate academic dishonesty for another student by allowing your own work to be submitted by others.

If you are in doubt about any issue related to plagiarism or scholastic dishonesty, please discuss it with your instructor.

Other sources of information to which you can refer include:

* [*Rutgers’ Academic Integrity website*](http://academicintegrity.rutgers.edu)
* [*Code of Student Conduct*](http://studentconduct.rutgers.edu/university-code-of-student-conduct/)
* [*Eight Cardinal Rules of Academic Integrity*](http://www.northwestern.edu/provost/policies/academic-integrity/cardinal-rules.html)

## Academic Support Services

* Rutgers has a variety of resources for academic support. For more information, check the [Academic Support website](http://www.rutgers.edu/academics/academic-support).
* Rutgers has Learning Centers on each campus where any student can obtain tutoring and other help. For information, check the [Learning Center website](http://lrc.rutgers.edu/).
* Rutgers also has a Writing Center where students can obtain help with writing skills and assignments. Learn more at the [Writing Center website](http://wp.rutgers.edu/tutoring/writingcenters).
* Many library resources are available online. Assistance is available through phone, email, and chat. For information, check the [Rutgers Libraries website](http://www.libraries.rutgers.edu/).

## Rutgers Health Services

* Rutgers Health Services is dedicated to health for the whole student body, mind and spirit. It accomplishes this through a staff of qualified clinicians and support staff, and delivers services at a number of locations throughout the New Brunswick-Piscataway area. For more information, check the [Rutgers Health Services website](http://health.rutgers.edu/).

## Accommodations for Accessibility

### Requesting accommodations

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation. More information can be found in the [Documentation Guidelines](https://ods.rutgers.edu/students/documentation-guidelines) section of the [Office for Disability Services](https://ods.rutgers.edu/) website.

If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the [Registration Form](https://ods.rutgers.edu/students/registration-form) on the Office for Disability Services website.

Go to the [Student section of the Office of Disability Services](https://ods.rutgers.edu/students) website for more information.

# Course Schedule and Deadlines

***To instructor: Amend this table, including the length of modules and weeks, according to your course organization.***

***To add a week to a module, click on the row where you would like to add it, select "Table" from the upper menu, highlight "Insert," and in the sub-menu select “Rows Above.”***

***To remove a week from a module, click on the row you would like to remove, select "Table" from the upper menu, highlight "Delete," and in the sub-menu select “Rows.”***

***When you are finished adding material, move this whole section, Course Schedule and Deadlines, to the top of a new page. To do so, click so the cursor is before the "C" in Course, then go to Insert, select Break, then Page Break from the sub-menu.***

| Week | Dates | Module 1Topics, Readings, Assignments, and Deadlines |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

| Week | Dates | Module 2Topics, Readings, Assignments, and Deadlines |
| --- | --- | --- |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

| Week | Dates | Module 3Topics, Readings, Assignments, and Deadlines |
| --- | --- | --- |
| 7 |  |  |

| Week | Dates | Module 4Topics, Readings, Assignments, and Deadlines |
| --- | --- | --- |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

| Week | Dates | Module 5Topics, Readings, Assignments, and Deadlines |
| --- | --- | --- |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |