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*\*Course Title* Syllabus

# \*Course Overview

Include a description of your course. Here is an example:

*OUTR 101 is a fully online course in which you will learn about online course design & development, the pedagogy of online teaching, and tools and techniques to assist you in developing your online course. You will experience the course as an online student, taking part in online discussions, quizzes, readings, lectures, and have an individual meeting with your designated Instructional Designer.*

\*Prerequisites:List any prerequisites or state “None”

\*Department policy for majors: If this course counts towards a major, be sure to include your department’s requirements for the course to count. Many departments require a C or higher grade for courses to count toward a major.

## *\*Instructor*

**Name**
Title and department

Phone: (xxx) xxx-xxxx Email: Office:

## *\*Course Description*

Copy & paste from UM Course Catalog. You may include more specific description of the course in your own words.

## *\*Course Learning Objectives*

Example: *After completing this course, the participant will be able to:*

1. *Compose a persuasive essay using the 5-paragraph method.*
2. *List 40 common medications on patients ‘charts and how their chemical composition may interact negatively with each other.*
3. *Give a ten-minute presentation using an online presentation tool on 3 marketing benefits of a particular social media platform.*

## *\*Methods of Instruction*

Include a statement about what types of instruction students should expect in your class. Here is an example statement:

*Instructional methods used in this course include lectures, class discussions, guest facilitators, reading and writing assignments, hands-on assignments, online communications, and a final written exam proctored through the Distance Education Testing Lab on the Oxford Campus.*

# \*Course Expectations

Include a statement about how students should proceed through the modules – sequentially, in the order they are posted in Blackboard (or whatever platform you are using to conduct the class), or in the order that students choose.

## *\*Time management*

You don’t have to include a statement on time-management, but in an online class, it is not a bad idea to give students suggestions for how much time they should spend on the class each week.

## *\*Ground Rules for Interaction/ Engagement*

Include a statement about how you expect students to participate and engage in an interaction/exchange with one another.

*\*Discussion board*If you include a discussion board in your course, use this space to explain your expectations for posts – how often, how many posts versus replies, word counts, based on prompts or readings, etc.

You should also include a netiquette statement outlining acceptable and unacceptable ways of communicating online. You can use or adapt the example statement below:

*Discussion board postings are an integral part of the course. Your discussion board posts should be substantive and should reference reading assignments, web references, lecture notes or outside resources. Always make an original post early in the week (no later than Wed night) so your colleagues have time to read and respond to them.*

*Every post must follow English grammar rules. Be respectful of others’ ideas. Do not make insulting or inflammatory statements to any class members. Rude, obscene, or disrespectful posts will not be tolerated.*

*Part of the nature of this class is for participants to help each other troubleshoot problems and develop critical-thinking skills. Working through questions on the discussion forum is an excellent method to develop proficiency in these areas.*

## *\*Assignment Submissions*

Include information about how and in which formats you expect students to submit their work.

*\*Exams*
Put information about exams here. If you are planning on utilizing the free proctored testing service offered by the Distance Education Testing Lab, you need to include here the current exam registration and testing policies here. Check the DETL website for information on current policies.

*\*Additional Expectations*
Add any applicable expectations not included in this template.

# Course Requirements

## *Required Materials*

\*Text

List your textbooks and other required readings and materials, including access to textbook publisher’s materials if applicable.

**\*Technology**

Adapt this section according to your course.

INTERNET ACCESS
You must have access to the Internet, preferably high speed Internet, for the duration of this course.

* + SOFTWAREYou must have access to a computer with the following software installed:
	+ Microsoft Office - You must have consistent access to a professional word processor and a presentation program. Alternatives to MS Office are [WPS Office Free](https://www.wps.com/office-free), [SoftMaker FreeOffice](http://www.freeoffice.com/en/), [OpenOffice](http://www.openoffice.org), and [LibreOffice](https://www.libreoffice.org/).
	+ BROWSERS, PLUG-INS, PLAYERS AND VIEWERS
	In order to take full advantage of all the features in this course, be sure you have the right technology at your fingertips. This includes:
* A [Blackboard-supported browser](https://help.blackboard.com/Learn/Administrator/Hosting/Release_Notes/Browser_Support) – **Firefox** is preferred on all computers
* [Acrobat Reader](http://get.adobe.com/reader/)

Run [Blackboard Browser Checker](https://en-us.help.blackboard.com/Learn/Administrator/Hosting/Browser_Support/Browser_Checker) to verify browser and installed technologies on your computer.

* HARDWARE
* Computer Speakers or headsets

## *Tech support*

The [**IT Helpdesk**](http://www.olemiss.edu/helpdesk), centrally located in Weir Hall, is open Monday through Friday, 8 a.m. to 5 p.m. The helpdesk offers assistance to Ole Miss students and employees with technology-related issues involving software, hardware and networking. It provides support for email, Wi-Fi, Microsoft Office and other campus-wide applications. Come by Weir Hall or call us at 662-915-5222. Email helpdesk@olemiss.edu or visit their website for more information.

# Course Policies

## *\*Communication Policy*

Include a statement about how you will communicate with students and what your timeline is for responding to texts, phone calls, and emails.

## *\*Grading*

* Include a statement about your timeline for getting graded work back to students.
* Include a statement about how the assignments will contribute to the students’ final grade.

List categories of graded assignments and assessments, number of assignments, and their percentages or points.

| **Categories** | **Percentage** |
| --- | --- |
| Discussions (8) | 20% |
| Reading Quizzes (4) | 10% |
| Presentations (2) | 30% |
| Individual Project (1) | 30% |
| Reflection (1) | 10% |
| **Total** | 100% |

## *\*Grading Scale*

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Below 59%

## *\*Attendance Policy*

Include a statement about how often you expect students to login to the course and what level of participation you expect students to contribute throughout the semester. Explain how student attendance will be verified in this course during the first two weeks of the semester.

## *\*Late Work Policy*

State your late work policy.

# University of Mississippi Policies

## *Testing Policy*

If you will be using the proctored testing service offered by the Distance Education Testing Lab, include the University of Mississippi’s [Proctored Assessments in Online Education](http://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11873537) here.

## *Disability Access and Inclusion*

The University of Mississippi is committed to the creation of inclusive learning environments for all students. If there are aspects of the instruction or design of this course that result in barriers to your full inclusion and participation or to accurate assessment of your achievement, please contact the course instructor as soon as possible. Barriers may include, but are not necessarily limited to, time limits, difficulty with the acquisition of lecture content, inaccessible web content or the use of non-captioned or non-transcribed video and audio files. Students must also contact Student Disability Services at 662-915-7128 or sds.olemiss.edu so that office can 1) explore if barrier removal is necessary; 2) provide you, if approved, with Instructor Notification forms; 3) facilitate the removal of curricular barriers; and 4) ensure you have equal access to the same opportunities for success that are available to all students.

## *Copyright Notice*

Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies.

## *IT Appropriate Use Policy*

This policy sets forth the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems offered by the University of Mississippi (UM). This policy is designed to protect the University community from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use exposes the University to risks, including virus attacks, compromise of network systems and services, and legal issues. This policy directly addresses copyright issues related to illegal downloads and peer-to-peer file sharing. For Appropriate Use Policy questions, send an email to aup@olemiss.edu.

## *Academic integrity*

The University of Mississippi is dedicated to supporting and sustaining a safe and scholarly community of learning dedicated to nurturing excellence inside and outside of the classroom. Each student has a duty to become familiar with University values and standards reflected in University policies, and each student has a duty to honor University values and standards reflected in University policies. These policies are outlined in the [M Book](http://conflictresolution.olemiss.edu/m-book/). For a complete listing of policies, please visit the University Policy Directory.

## *Verification of Student Attendance Policy*

The University must abide by federal guidelines to verify the participation of online students. For all course types, including thesis, internships, labs, online courses, etc., the instructor must verify your participation based on some type of participation. This may include submission of an online assignment or other course related contact with the instructor. (However, simply logging into Blackboard will not count as an academically related activity.) [Attendance Policy for Online Education](http://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11873539)

## *Student Identity Policy*

Federal regulations, our accrediting agency (SACS) and university policies require that safeguards are used to ensure that the student who receives the academic course credit is actually the person doing the work. You will need to present your student ID before taking proctored exams and your instructor may verify your identity through live or virtual meetings, or by using an identity verification program.

## *Student Privacy Policy*

The University of Mississippi protects the privacy of all students, including online and distance learning students, through adherence to the Family Educational Rights and Privacy Act of 1974 (FERPA) through compliance with other institutional policies and procedures governing the management and security of protected information of faculty, staff, and students, and by outlining the expectations of privacy for the university community as regards to electronic information. [Student Privacy Policy](https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11873531)

# \*Course Outline

| **Lesson/ Module** | **Learning Objectives** | **Topics/Materials** | **Activities & Assignments** | **Due Dates** |
| --- | --- | --- | --- | --- |
| Lesson/ Module name  | State course objectives that map to the lesson (i.e. Course Objectives 1 & 2) | List topics/materials for the lesson | List learning activities (graded and ungraded) and assessments | List due date and time for each activity and assessment |
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# \*Appendix

Attach grading rubrics for specific assignments if applicable.