SYLLABUS    
College Name   
School or Department Name

Prefix 0000:  Course Title   
Academic Term

# Course Information

Class meeting time: Day(s) and Time (Synchronous Only)

Modality and Location: Synchronous/Asynchronous; D2L

# Instructor Information

**Name/Title:**

**E-mail:** [YourNetID@kennesaw.edu](mailto:YourNetID@kennesaw.edu) \**Preferred method of communication*

**Phone:**

**Virtual Office Hours & Location:**

## \*Preferred Method of Communication

*Use this space to list all the ways of contacting you. Is KSU email the most effective or using D2L mail? Did you create a Q&A board in D2L, then list that as a way to contact you. Do you have virtual office hours, go ahead and repeat that information here.*

## Email and Communication Response Times

*Also, please note the turnaround you have set for replies. For example, “I will check my email at least once a day, including weekends or holidays. During the week, I will respond to all emails within 24 hours. Over the weekend (starting Friday at 4 p.m.) I will respond to all emails within 48 hours. All assignments will be returned within 7 days.”*

# Accommodations Statement

Kennesaw State University provides program accessibility and reasonable accommodations for individuals who have a disability defined under Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act. Students with qualifying disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must register with [Student Disability Services](https://sds.kennesaw.edu/getting-started/register.php) to create an accommodation plan.  Faculty will work with Student Disability Services to ensure approved accommodations are implemented appropriately for all course formats (face-to-face, online, hybrid, etc.) and in accordance with the applicable laws.

# Course Description & Purpose

*Include any prerequisites, corequisites, or concurrent prerequisites. Include the number of credit hours. Use the Course description from the catalog. Also feel free to add a description about the purpose of the course, in your own words.*

## Course Objectives

*Describe the objectives of your course, using measurable verbs. For example:*

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

1. Describe…
2. Compare....
3. Discuss…
4. Summarize...

## Required Textbook/Supporting Materials

**Required Texts**:

**Recommended Texts**:

**Technology Requirements**: *List any technology requirements here. Also include accessibility statements for any technology used in the course, for example most courses are using* [*D2L Accessibility Standards*](https://www.d2l.com/accessibility/standards/).

**Required Technology Skills**: *Indicate what technology skills learning need to possess to be successful in the course. (i.e. using D2L, email, recording and uploading videos, downloading podcasts, attending live virtual sessions, etc.)* *A list of primers on many of these technologies is available at the* [*UITS Documentation*](https://apps.kennesaw.edu/portal/PROD/APP_UNI_CDOC_PUBL/Home/Index/student/) *page.*

**Software Requirements**:

**Other Required/Recommended Course Materials:**

**How to Use Course Materials:***Include a general statement about how the course materials will be used in the class and how it will contribute to the learning environment.*

# Learning Outcomes

*If a Core Curriculum, (Area A-E) course, use the following language.*

[Enter course prefix & number] satisfies one of Kennesaw State University’s general education program requirements. It addresses the [insert learning outcome title] general education learning outcome(s). The learning outcome states: [insert appropriate learning outcome]. For more information about KSU’s General Education program requirements and associated learning outcomes, please visit the [KSU Course Catalog](https://catalog.kennesaw.edu/).

*If non-core curriculum course, use the SLO language approved for your course and/or program.*

Example:

 Students will:

1. Explain the relationship between effective assessment and increased student achievement.
2. Identify and implement principles of effective assessment. Course Requirements and Assignments.

List of each assignment in as much detail as possible (including the points or percentages for each assignment or assignment category. Include course requirements such as participation and/or attendance. If possible, make the connection between the learning outcome and the particular assignment.

Example:

**Assignment 1: Measurement Instrument Review** (100 points)

Students will evaluate a measurement instrument (e.g., a test or portfolio). Students will prepare a report explaining strengths and weaknesses of the measurement instrument with recommendations for improvements. (Learning Outcomes: 1, 2)

Suggestion: Can include a course alignment table which shows a clear connection between objectives, content, and assessments.

# Evaluation & Grading Policies

*List any grading policies. You must include a statement on feedback expectations and feedback turn-around time. Explain how grades are to be earned (explain the relationship between points and percentages if both are used). Be sure to include an evaluation scale. The one below is just one example using a Points grading system:*

GRADING SCALE: 1000 PTS Total

A = 90% - 100% (895-1000 points)

B = 80% - 89% (795 – 894 points)

C = 70% - 79% (695 – 794 points)

F = 0% - 69% (0 – 694 points)

I will round up grades if they are > or = .5 or above, for example, an 89.6 is an A, but 79.2 is a C.

\*\*\*Detailed grading criteria are available in D2L for how Discussions, Assignments, and Projects will be graded.\*\*\*

# Course Policies & Expectations

## Attendance

*Must include course attendance policy specific to the modality of your course.*

## Communication Rules/Online Course Etiquette

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment the do's and don'ts of online communication are referred to as **Netiquette**. As a student in this course you should:

* Be sensitive and reflective to what others are saying.
* **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
* Don't flame - These are outbursts of extreme emotion or opinion.
* Think before you hit the post (enter/reply) button. You can't take it back!
* Don't use offensive language.
* Use clear subject lines.
* Don't use abbreviations or acronyms unless the entire class knows them.
* Be forgiving. Anyone can make a mistake.
* Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
* Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

## Expectations/Class Participation

*For this online class, you should…*

## File Name Protocol

*Do you have a naming convention for your submitted documents (that helps with your personal organization)? Let the students know here. For example:*

Follow this file naming convention **for all submitted documents** in this course and set your file name as indicated below:

* Your last name followed by an underscore ("\_") - with **no spaces** - (e.g., Smith\_)
* The initials of your first and middle names followed by an underscore ("\_") - with **no spaces** - (e.g., SC\_)
* The Assignment Title (a concise version - keep it short) and an underscore ("\_") - with **no spaces** - (e.g., FinalReflection\_)
* The course number (i.e., for this course, 7472)
* Use the order as described above and assemble the 4 elements into a string with **no spaces** (e.g., Smith\_SC\_FinalReflection\_7472.docx).

## Other Course-Specific Policies

*May include policies for late work, missed exams, extensions, excused absences, instructor expectations, withdrawing from a course, incomplete grades, how the last date attended will be reported, etc.*

## Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at their own pace and in whatever environment that they choose. Below are some tips for effective online learning:

* **Check the D2L course website regularly.** Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the Announcements Tool, sign up for text message alerts, or subscribe to your posts within the Discussions Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.
* **Work closely with your instructor.** If you have any questions, please contact your instructor immediately. The best way to contact me is via email or text, and you will be guaranteed to have a reply within 12 hours.
* **Practice good time management.** If you can start a task early, don’t start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never wait until the last minute to begin an assignment! You’ll have no turnaround time if you need help or something happens.
* **Review course materials frequently.** Study the assigned material, such as; virtual lectures, textbook chapters, PPT slides, etc.
* **Track deadlines.** Complete and submit assignments on time.

You can find more helpful information from [Online Learning Support](https://ols.kennesaw.edu/everyday/).

## What is Plagiarism?

Plagiarism is defined as the practice of taking someone else’s work or ideas and passing them off as one’s own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism.

### Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

# Department or College Policies

*If applicable. Optional section.*

# Institutional Policies

## [Academic Integrity Statement](http://scai.kennesaw.edu/codes.php)

## ADA Position Statement

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

For more information, visit KSU’s [Institutional Policies](https://sds.kennesaw.edu/guidelines/institutional-policies.php) page.

## Diversity Statement

Kennesaw State University prides itself on offering a premiere, personalized educational experience for leadership and engagement within a diverse nation and world. This educational experience is achieved through recognition and appreciation of the differing backgrounds and experiences reflected within the University community. It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit.

[Federal, BOR, & KSU Course Syllabus Policies](https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php)

# KSU Student Resources

This link contains information on help and resources, such as technology support and student success support services that are available to students: [KSU Student Support](https://cia.kennesaw.edu/instructional-resources/syllabus-resources.php).

# Course Schedule

Below is an outline of the content and activities in each unit of the course.

*Can be week-by-week or day-by-day. Should highlight content covered, assignments, and exams. Remember to include important dates such as last day to withdraw, holidays, mid-terms, final exams, etc.* *Be sure to mention what time zone all due dates are using (i.e., All due dates for activities are in Eastern Standard Time.)*

*If using a table include Alt-Text.*

| Modules | Lesson | Reading/HW |
| --- | --- | --- |
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