

# Course Syllabus

## Updated Nov. 2010

Course Name

Course Number

Term and Reference  
Number

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### Faculty Contact Information

**Office Phone:** 954-201-xxxx

**Department Phone:** 954-201-xxxx

**Department Fax:** 954-201-xxxx

**Email:** xxxxxxxx@broward.edu (All communication should be through Blackboard email. Use this BC email only if you have an emergency and/or are unable to access Blackboard email.)

**Office Hours:**

**Virtual Office Hours:**

**BC's Emergency** 954-201-4900

**Hotline#:**

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### Course Description

**Faculty Directions:** This is where you insert a general description for your course: (Use description from [BC Course Outlines](#))

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### General Course Outcomes

**Faculty Directions:** Provide a general summary of course outcomes using the general outcomes from the [BC Course Outlines](#) for your course.

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## Course Prerequisites

**Faculty Instructions:** This is where you identify knowledge, attitudes, and skills that students will need to be successful in your course. Feel free to include any of the suggested skills below or add your own. Don't forget to include required course prerequisites.

**Students:** To maximize your chances for success in this course, make sure that you meet the following course prerequisites:

- **Course Prerequisites and Co-requisites:**
- **Computer Knowledge and Skills:**
  - Students in this course should be familiar with the following computer skills.
    - **File Management** - You should be familiar with finding and saving files on your computer.
    - **The Internet** - You should be familiar with connecting to the Internet through an Internet Service Provider or Network Connection.
    - **Web Browser Software** - You should be familiar with using web browser software to navigate the Internet and locate information.
    - **Email** - You should be familiar with sending and receiving email messages.
    - **Discussions** - You should be familiar with posting and reading discussion messages in a threaded format.
    - **Attachments** - You should be familiar with sending email messages with attached files.
    - **Word Processing** - You should be familiar with creating, editing, saving, and printing documents using Microsoft Word.
- **Other Requirements**
  - You'll need a [BC email address](#) to access the online portion of this course.
  - Obtain a County Library Card or University/College Library Card. You will need either a County Library Card which you may obtain at either North Campus or South Campus Library or a University/College Library Card from the Central Campus Library. These cards will allow you to use select library databases. (optional)
- **Log into Blackboard/e-Learning Course**
  - [Click here to log into the online portion of this course in Blackboard](#). The direct link for Blackboard login is <https://elearning.broward.edu>.

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## Course Attendance and Participation Policy

**Faculty Instructions:** Since students will attend fewer classroom meetings in a blended or online course than in a traditional course which meets on campus 100% of the time, it is very important to establish clear expectations regarding the course attendance policy. You should clearly indicate how many meetings or assignments a student is permitted to miss and describe any penalties that might be applied as a result of missing those assignments or meetings.

### **Student Attendance:**

*During the first week of class, you must [attend the first class meeting, complete the online orientation, etc.] or you will be reported as a no-show and be administratively withdrawn from the course. Simply logging into the course during the first few days of the semester will not satisfy your attendance during this time. As with on-campus courses, students who are reported for non-attendance in an online course and withdrawn are still responsible for paying for the course. The only way to receive a refund is to drop the course within the first week (the official add/drop period). **If you do not complete the requirements of the first week of class, you should drop the course by the deadline or expect to pay for the course.***

*It is very important for you to actively participate in this online class. If you stop participating in class discussions, do not submit assignments, or fail to take quizzes or tests prior to the withdrawal date, you will be administratively withdrawn from class and receive a W or, if it is your third attempt, an F.*

*If you stop participating after the withdrawal date, you will receive a WF, which will then be computed as an F in your GPA. To avoid this situation, you should remain an active learner in this class and always communicate extenuating circumstances to me. Ongoing communication with the instructor is critical to your course success. I will use completion of tests, assignments, and other class activities as indicators of your participation in order to satisfy this reporting requirement.*

### **Student Participation:**

Regular, active, and meaningful participation in both face-to-face class meetings and online learning activities is a critically important component of this course and is essential to your success. It is recommended that you log into the course several times during the online week. Frequency and quality of participation may affect your grade.

- Active participation is expected of all students in this course.
- Check your email and course discussions regularly. Ask questions.
- Post and respond to messages.

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## Computer Requirements

**Faculty Instructions:** If you have specific software requirements for your course, please list these requirements under the course materials section.

**Students:** To complete the online segments of this course, you must have access to computer hardware and software that meets or exceeds BC's minimum hardware and software standards for e-learning courses. It is strongly recommended that you check your computer to verify that its hardware and software configuration meets or exceeds the BC standard.

- Is your computer ready for e-learning? [Click here to check it out.](#)
- Additional Software required for this Course (optional) Assignments that require word processing must be submitted in Microsoft Word format. Documents created using Microsoft Works, or files that have ".txt", ".pdf", or ".asci" extensions will not meet course requirements. If you do not have proper software on your computer, you can use the Microsoft Word program on any of the "open lab" computers at any BC Learning Resource Center or in public libraries.
- If you are using Microsoft Office 2007 [please read here for assistance](#) with uploading assignments.
- Only word processing documents in Microsoft Word format will be accepted. Please virus check documents before sending them. [Panda Software](#) offers a free online virus check.

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## Required Course Materials

**Faculty Instructions:** This is where you identify all required and optional materials that will be used in this course and tell students how and where to obtain these materials. Make sure to clearly identify which materials are required and which materials are optional. Make sure to include information on required texts, workbooks, CD-ROMs, software, videos, or reserve materials.

**Students:** Optional and Required course materials are described below:

- **Required Text:** (use a picture if desired)
- **PIN Code for access to Blackboard Content (if using publisher material that requires an access codes)** A publisher PIN code (Web Tutor Package) is required to access course content.
  - Purchase the PIN code through the Central Campus bookstore **OR**
  - Purchase PIN code online at [Blackboard Digital Access website for Student Access Pins](#) **OR**
  - Purchase PIN code by calling 1-800-842-3636

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## Methods of Instruction

**Faculty Instructions:** The SACS principles of accreditation require that the course syllabus describes methods of instruction that are appropriate to the learning outcomes of each course and the capabilities of the students. Faculty should describe their teaching techniques, indicating their relationship to course objectives and student learning. By providing such a statement, instructors are helping students to understand their responsibilities as learners. Feel free to modify the statement below to reflect your specific methods of instruction and the correct number of credit hours for your course. Remember a blended course combines face-to-face instructions with online learning activities.

**Students:** This is a 3-credit hour course. Normally, a 3-credit hour course would meet two or three times each week (during a 16 week term) for a total of 3 hours per week or 48 hours per term. In this class, we will meet once a week for at least 1.5 hours, and you will engage in structured out-of-class or online activities for the remainder of the class time. See the Course Schedule for a detailed description of learning activities for scheduled class meetings and out- of-class or online assignments. Students are responsible for regularly reviewing the Course Schedule and completing all required in- and out-of-class assignments.

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## Course Schedule and Assignments

**Faculty Instructions:** This is the most important part of your syllabus. It is essential that you distinguish online learning activities from those which will take place in class, that you identify specific learning outcomes for all segments of the class (in- and out-of-class), and that you link those learning outcomes to the assessment activities. For any given date, students should be able to tell what materials they should read/view, what they should learn as a result of reading/reviewing these materials, and understand how their mastery of the identified learning outcomes will be assessed. For each of the sections listed below, please provide details students will need to complete their assignments. For example, for discussion postings, what are your expectation in terms of length, content, citations of chapter references, or replies to other students. The details you provide should be both qualitative and quantitative to help students better understand your expectations and to reduce questions that result from unclear expectations. Learning outcomes must address the objectives identified in the course outline. Make sure to complete a table like the one below for each of your instructional units/weeks/modules.

Some elements to consider including in the student instruction sections below:

For **quizzes** - Provide general directions. Where do students access quizzes? Are they required? Time frame for completing, etc.

For **discussions** - Provide general directions. How often will students need to reply, consequences for late postings, due dates. Provide qualitative and quantitative guidelines or examples regarding what constitutes an acceptable posting.

For **exams** - Provide general directions. Where will exams be held? When will they be available? What is the test format? How long should each exam take? If using the Central Campus e-testing center please [Central Campus e-Testing Center](#).

For **assignments** - Provide general directions. If instructions are lengthy or detailed, or if they involve separate grading rubrics, link to these and tell students that you consider this information to be part of the syllabus. Provide examples of high quality assignments.

**Students:** Read and refer to this document regularly. It will tell you what assignments you should complete, and how

- **Instructions for Discussion Postings:**
- **Instructions for Quizzes:**
- **Instructions for Tests.**
- **Instructions for Assignments:**

Week/ Unit____/Learning Outcomes	Learning Materials	Assignments & Assessments
Week 1/Unit 1/in-class or out-of-class  1. The student will.....	Read Chapter 1 in your text and Chapter 1 Lesson in the Lessons folder on your Course Homepage	<ul style="list-style-type: none"> <li>• Post to discussion 1/Due_____</li> <li>• Self -Assessment due</li> <li>• Online quiz due _____</li> </ul>

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## Grading and Exam Policy

**Faculty Instructions:** This is where you provide details regarding how grades will be determined based on assigned coursework and exams. For each of the categories below, please describe the policy that you will follow for this course. Sample policies

have been provided for your convenience and consideration. Change these to suit your instructional preferences.

- **Submission Deadlines (examples for submission of assignments)**
  - In class and online assignment submissions: include explanation of assignment policy.
  - State whether quizzes/tests will be taken online or proctored by instructor in class.
  - Discussion postings - Include due date/times for discussions.
- **Late Submissions**
  - Assignments submitted after the due date and time (written assignment and group project) will these be accepted?
  - Quizzes cannot be completed after the due date and time. If using an online quiz/test, please remind students to allow ample time to complete quizzes
  - There will be no makeup assignments available.
- **On-Campus Exams**
  - State requirements for on-campus, in class exams. For example, this course requires the completion of 3 proctored, on-campus exams.
  - Tests may be taken anytime during the dates indicated. Tests will not be administered after the dates and times indicated in the syllabus, unless there are extenuating circumstances and you have made prior arrangements with the instructor.
  - If using the BC e-Testing Center located on Central Campus Building 17 (library) Room 220, before taking your exams, visit the [Central Campus e-Testing Center](#) website to confirm their hours of operation. Allow plenty of time to complete your test prior to the scheduled closing time of the e-Testing Center. When the e-Testing Center closes, tests must be collected/submitted whether they have been completed or not. You will not be able to return to complete the test at a later date. Sundays are the e-Testing Center's busiest day so you may have to wait for a seat. Children, visitors, cell phones, beepers, food and drink are not permitted in the e-Testing Center.
  - You will need to show a BC identification card or picture ID in order to be able to take the test in the testing center.
  - On-campus tests will be delivered online via Blackboard in a multiple choice format.
  - The use of notes, books, binder, texts, etc. is not permitted for any test.
- **Make-up Exam Policy**
  - Make-up exams will be permitted only under extenuating circumstances and only with prior notification and documentation (original funeral notice, original doctor note, etc.).
  - The instructor reserves the right to create alternate make-up exams for students who are not able to take the scheduled, on-campus exams.
  - Exams cannot be made up after the exam date has passed unless prior arrangements have been made.

- **Blackboard Quizzes**

- These quizzes can be taken any time prior to the closing date, and may be taken via any computer with an Internet connection.
- Collaboration between students and discussion of quiz answers are NOT permitted.
- You will only be able to attempt each quiz once. Allow time to complete each quiz before the closing date and time. Make sure you have a solid Internet connection. If your ISP disconnects you during a quiz, that will count as an attempt and you will not be able to repeat the quiz.

- **View your Grades**

- Online quiz and exam grades will be available after finishing the quiz or exam. View "My Grades" from the course homepage.
- Grades for assignments will be posted **within (how many?) BC working days** of the closing date of the assignment.
- Grades for discussion postings will be posted **within (how many?) BC working days** after the discussion has closed.
- Indicate where/when students may obtain final grades for course.

- **How your Grade will be Determined**

- Include how student grades will be determined.

Assessment	Graded Points	Percent of Final Grade
Quiz 1		
Group Project		
Quiz 2		
Research project		
Online Discussions (5)		
Midterm		
Final		
<b>Total</b>		<b>100%</b>
<b>Bonus Points - Course Evaluation</b>		
<b>Bonus Points - Instructor choice</b>		
Grading Scale		
Grades	Percentage	
Grade = A	90-100+%	
Grade = B	80-89%	
Grade = C	70-79%	



Grade = D	60-69%
Grade = F	59% and below

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## Communication Policy

**Faculty Instructions:** The Communication policy is an important part of your syllabus because it defines your expectations for communication as well as what students can expect from you. Instructors are expected to monitor communications discussions and faculty email) within their course sites. Please modify the sample response policy provided below to suit your availability.

### Students:

#### Expectations for Course Communication

- **BC Email:** Please do not send course related emails to the instructor's BC email address. Use the Blackboard email address instead. Assignments sent to the instructor's BC email address will **not** be accepted. Send your assignments to the instructor in Blackboard using the Blackboard feature/tool identified in the syllabus.
- **Blackboard Email:** Use the email tool only for private, personal, one-to-one communication with a specific individual or groups of individuals.
- **Discussions:** Use the class discussion tool to post questions that might be of general interest to all students such as questions about assignments, tests, etc. Feel free to respond to other students if you think you can help them. Remember - we are all in this together and we can learn from each other. Remember that the discussion tool is public - everyone will be able to view posts and responses.
- **Chat Rooms:** Chat Rooms allow you to talk with other students in the course in real-time outside of your on-campus class meetings. Students must set up times at which to meet other students in the chat room. This is a useful tool for coordinating group projects.
- **Netiquette:** In all online communication, it is expected that all students will follow rules of online "netiquette". Netiquette is a set of rules for polite online behavior that all members of this class is expected to follow. [Read some general netiquette rules here.](#) Basically, these rules say "be respectful and be polite to each other".and "be patient and". No one is perfect and we all have different approaches to life, work, and school.
  - Individuals who violate the netiquette policy or engage in disruptive online behaviors such as flaming (posting disrespectful or hostile comments),

posting inappropriate comments, or shouting (posting messages using all capitals) may have their course access privileges revoked and/or they may be referred to the Student Dean. Students who continue to engage in unacceptable online behavior even after being warned, may be permanently denied access to the course and/or may receive an F for the course.

- Please don't use email short hand like ROTFLO (rolling on the floor laughing out loud) or BTW (by the way) - not everyone knows what these abbreviations mean.
  - Remember that in the real world we can see the facial expressions, gestures, and hear tone of voice. We can't do that online so it's very easy to misinterpret another person's meaning to to be misinterpreted ourselves. Be careful of how you communicate to your instructor and to your peers online. If you want to use emoticons (smileys) to convey feelings, please stick with the basics happy :- ) sad :-( or wink ;- ) Others are less well known and are subject to different interpretations. The idea is to be clear in your communications.
  - If you have a concern about the course, a test or an assignment, please contact the instructor.
- **Privacy Notice**
    - Blackboard software automatically stores course access records, quiz scores, email postings, discussion postings, and chat room conversations. One more reason to make sure that your communications adhere to the netiquette policy.
- **Alternate Communication**
    - In the unlikely event that a Blackboard problem makes it impossible to use the course communication tools for more than 24 hours, the instructor will communicate with students (if necessary) via their BC email addresses. Access your BC email account at <http://www.broward.edu/info/studentemail/Home.jsp>.
- **Faculty Response Policy**
    - Course emails and discussion posts will be answered within 48 hours. Emails sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date. Your instructor is **not** online 24 hours per day, so please allow time for response.

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## Other Policies and Procedures

**Faculty Instructions:** Review the academic honesty policy and modify it to reflect specific penalties that will be applied for your course. For suggestions and guidelines on how to promote academic integrity and minimize cheating in online classes, please [click here](#).

**Special Needs** - Students having special needs as defined by the Americans with Disabilities Act should:

- Notify the [Office of Disability Services](#) as early in the term as possible. It is the student's responsibility to contact the Disability Support Office prior to document disability prior to receiving services.
- Notify the instructor after you have contacted the Office of Disability Services so that the instructor can consult with the Office of Disability Services to discuss what reasonable accommodations would be appropriate for your situation.

### **Academic Honesty**

- Each student's academic work must be the result of his or her own thought, research, or self-expression.
- Cheating includes, but is not limited to: copying the work of another person ([plagiarism](#)) or permitting your work to be copied by another person, discussing test answers or questions with people who have not completed the test, distributing assignment materials to other students, posing course materials that have not been formally released to students in the course, and collaborating on the completion of assignments not specifically designated in the syllabus as being group projects".
- Cheating will be considered a breach of BC's [Code of Conduct Policy](#) and may result in academic penalties (zero points on the assignment/test in question, a failing grade for the course), disciplinary action, and/or a referral to the Dean of Student Affairs. Examples 1) If it appears that two or more students have submitted the same material for any solo assignments, each student involved will receive zero points for that assignment. 2) If it appears that a student has copied an assignment from published material (including Internet sites), the student will receive zero points for that assignment.

### **Critical Event Procedure**

- In the event of a school closing due to weather or other major event that might impact class schedules, the instructor will post an announcement indicating what changes, if any, the event will have on the course schedule and due dates.

### **Copyright**

- Please add the following statement relating to copyright to your Syllabus as well as to the Footer on the Blackboard course homepage.

**The materials used on this course Web site may be protected by copyright and are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.**

## **Withdrawals**

If you stop participating in class discussions, submitting assignments or fail to take quizzes or tests prior to the withdrawal date, you will be administratively withdrawn from class and receive a W or, if it is your third attempt, an F.

If you stop participating after the withdrawal date, (add withdrawal date\_\_\_\_\_) you will receive a WF that will then be computed as an F in your GPA. To avoid this situation, you should remain an active learner in this class and always communicate extenuating circumstances to me. Ongoing communication with the instructor is critical to your course success. I will use completion of tests, assignments, and other class activities as indicators of your participation in order to satisfy this reporting requirement.

## **Logging into Blackboard/e-Learning Course**

- [Click here to log into the online portion of this course in Blackboard.](#)  
In case BC homepage is down, the direct link for Blackboard login is <https://elearning.broward.edu>.

## **Logging Off Blackboard**

- Blackboard does not require you to log off to exit Blackboard.  
**Security Warning:** If you don't close your browser or log off, a person using that machine after you will have access to your course materials, could send e-mail to me in your name, and view your confidential student record. Protect your password.

## **Changes to the Syllabus**

- The instructor reserves the right to make changes to this syllabus. In the event that changes become necessary, students will be notified through Blackboard Email.

## **Lab Safety (if applicable)**

- Students must follow approved safety procedures when completing lab work.

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## **Student Success Tips**

**Faculty Instructions:** Review the following student success tips and modify it so that it applies to your course.

In order to be successful in this course, you need to be organized and manage your time well so that you can complete all assignments and assessments on time. You will need to devote **at least (how many?) hours** per week to complete the learning activities required in this course. Make sure that you do not allow yourself to procrastinate, and that you communicate with the instructor or your classmates, via Blackboard email, if you have any questions on any course materials or need assistance completing any assignments.

[See more Student Success Tips.](#)

### **E-Learning Resources for Students**

- [Click here to access a wide variety of support resources](#) for students enrolled in online and blended e-Learning courses, such as library services, advising and counseling, Blackboard tutorials, tutoring services, disability services and more.

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