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75 % 3 of 4 topics complete

Welcome from the Instructor

Web Page



Syllabus

Web Page



Student Resources & Support

Web Page



Course Overview Survey

Quiz



The Sinclair eLearning Template

[Printer-friendly version](#)

The Course Overview template is a guide for you to design and deliver your course successfully within the online environment. **You may change, remove, or add language and structure within the template as long as two concepts are sustained:**

- Language, structure, and navigation of the course site are clear to you and others who will engage in the course.
- Selected standards from the Quality Matters rubric are met (see the selected standards listed below).

Examples of what may be changed

The *Course Requirements* section in the Syllabus, which has a table outlining the course schedule of topics and due dates, can be changed to suit your needs. You can change the *Course Requirements* title, and/or you can remove the section from the Syllabus and place it on another existing page or in a newly created page. Some faculty like to title it, *When Assignments are Due* or *Course Schedule*.

There may be language or a section within the latter portion of the Syllabus that you think merits more significance for your course. You may move it to the top portion of the Syllabus and change or add more language to customize it, or as in the example above, create a new page so it stands out.

Examples of what may not be changed

Language or sections with a QM reference should be changed carefully. See the list of referenced standards below for more details.

For example, *The Dos and Don'ts of Communication* section applies to multiple Quality Matters standards but the eLearning Division also recommends such language so students understand how to communicate successfully in an online course. You are welcome to add or revise to suit the communication needs within your course but refer to the applicable standards listed below to guide you while you revise.

Quality Matters (QM) Rubric

QM standards referenced in the template pages

Quality Matters is a quality assurance association that has developed a rubric for best practices in online course design. For more information visit the [QM webpage on the Higher Ed Rubric](#).

Below are the QM specific review standards (SRSs) that are referenced in the Course Overview template with this rollover button: QM standard.

Please make sure you have the concepts listed below clearly stated in language within the Course Overview pages in your course. You may delete the button references within your Course Overview template at any time.

- 1.2 Learners are introduced to the purpose and structure of the course.
- 1.3 Communication expectations for online discussions, email, and other forms of interaction are stated clearly.
- 1.4 Course and institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided.
- 1.5 Minimum technology requirements for the course are clearly stated, and instructions to obtain the technologies is provided.
- 1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated.
- 1.7 Expectations for prerequisite knowledge in the discipline and/or any required competencies are clearly stated.
- 1.8 The self-introduction by the instructor is professional and is available online.
- 2.1 The course learning objectives, or course/program competencies, describe outcomes that are measurable.
- 2.2 The module/unit learning objectives or competencies describe outcomes that are measurable and consistent with the course-level objectives or competencies.
- 2.3 Learning objectives or competencies are stated clearly, are written from the learner's perspective, and are prominently located in the course.
- 2.4 The relationship between learning objectives or competencies and course activities is clearly stated.
- 3.2 The course grading policy is stated clearly at the beginning of the course.
- 5.3 The instructor's plan for interacting with learners during the course is clearly stated.
- 5.4 The requirements for learner interaction are clearly stated.
- 6.4 The course provides learners with information on protecting their data and privacy.
- 7.1 The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.
- 7.2 Course instructions articulate or link to the institution's accessibility policies and services.
- 7.3 Course instructions articulate or link to the institution's academic support services and resources that can help learners succeed in the course.
- 7.4 Course instructions articulate or link to the institution's student services and resources can help learners succeed.

SRSs selected from the Quality Matters Rubric, 6th Edition

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<<Instructor Name>>

[Printer-friendly version](#)

Place your bio and approach to teaching this course, here. Consider adding a photo or making a video, visit the [eLearn Hub](#) for information on recording and uploading a video to your course.

QM standard

Consider the following components in your welcome:

QM standard

- Expectations for prerequisite knowledge/required competencies in the discipline.
- Any special computer literacy and skills needed for the course.
- What interests you and challenges you within your discipline.
- How you intend to create a safe and welcoming community that embraces diversity, equity, and inclusion, via course activities and communication. We recommend using our [Equity Rubric](#) as a resource. You may customize the sample below.

It is my intention that learners from all backgrounds and perspectives will feel welcome in this course, that they will identify with the examples presented, and will find a practical use for the material and skills within the course and in their own lives. I view the diversity brought by each student as a valuable resource, strength, and benefit to this course's learning community. My intent is to share materials that are respectfully inclusive of diversity, including gender, sexual orientation, differing physical and mental abilities, age, socioeconomic status, ethnicity, race, culture, perspective, and other background characteristics.

Your suggestions about improving the diversity, equity, and inclusivity in this course are encouraged and appreciated. Please let me know how to improve the effectiveness of the course for you personally or on behalf of other students or student groups.

In addition, when scheduling exams and presentations, I have attempted to avoid conflicts with major religious holidays. If I have inadvertently scheduled an exam or major deadline on a date that creates a conflict with your religious observances, please let me know as soon as possible so that we can make other arrangements.

Read the syllabus completely and refer to it throughout the semester. If you have any questions about the syllabus, contact your instructor.

[Printer-friendly version](#)



Course Information

Course Title:	Fill in text here...
Course Number:	Fill in text here...
Credit Hours:	Fill in text here...
Lab Hours:	Fill in text here...
Prerequisite(s):	Fill in text here...
Course Description and Purpose:	Fill in a brief description and purpose of the course QM standard
Required Text:	Fill in <i>Textbook Title</i> , Author, Edition, Publisher. Include information and URLs of a learning companion website of the text, if used.
Required Materials/Software/Equipment:	Fill in any required materials/software and/or equipment (if used) and how to obtain it along with support contact info. QM standard



Faculty Information

Instructor:	Fill in text here...
Department:	Fill in text here...
Course Email:	Fill in text here. Recommended practice for most Sinclair faculty is to request that students use eLearn email for the course and only use the faculty member's Sinclair email for emergencies. For this approach, just use the phrase "Please use eLearn Email".
Emergency Email:	Recommended practice for most Sinclair faculty is to use your Sinclair email here.
Phone:	Fill in text here...
Office Location:	Fill in text here...
Office Hours (campus):	Fill in text here...
Office Hours (online):	Fill in text here...



Course Outcomes

General Education Outcomes

<<Fill in general education outcomes from the Master Syllabus, use a bulleted list. Find the Master Syllabus for your course on the [Sinclair Registration Portal](#): select your course then click on Master Syllabus in the upper right.>>

Course Outcomes

<<Fill in course outcomes from the Master Syllabus, use a bulleted list.>>



Course Requirements

WEEK	TOPICS	CHAPTER	ASSIGNMENTS	DUE DATE
1				
2				
3				
4				

5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

How are course materials, assessments, and outcomes all connected?

QM standard

Visit the [Course Alignment document](#). If you have questions, contact your instructor.

QM standard



Grading Information

ASSIGNMENT	POINTS
	00
	00
	00
	00
Total Points	000

GRADING SCALE	POINTS
A (90-100%)	00 - 00
B (80-89%)	00 - 00
C (70-79%)	00 - 00
D (60-69%)	00 - 00
F (below 60%)	00 - 00

Where are the course materials coming from?

Unless otherwise cited, content in this course is from the Sinclair College <> Department.

All PowerPoints and accompanying PDF versions are used with the permission of the publisher, <>.

Unless otherwise cited, all icons are from the Sinclair College eLearning Division and all images are from Thinkstock or Dreamstime (Sinclair subscription).



Course Policies

How much time and work will this course take?

An eLearn course takes as much time as a face-to-face course and may take more. While more flexible than classroom courses, eLearn courses may require additional time reading lessons, as well as preparing for and completing assignments, tests, and quizzes. The estimated time commitment required outside of class in any college course is two to three times the number of credit hours. An eLearn course may require a total of three to four times the number of credit hours.

Since most communication in an eLearn course is completed via email and discussions, many of these courses require a significant amount of online communication and presence. Be sure to factor this into your schedule.

The Dos and Don'ts of Communication

As a general rule of thumb, you should plan on **logging into the course at least three (3) days per week, and participating in discussions and activities**. When you log in, make it a habit to:

- While you can send email messages from the eLearn email system to other students and faculty listed in your eLearn course address book, all email sent from eLearn will be delivered to users' Outlook accounts (@sinclair.edu email address). This means to read or respond to email sent from eLearn, you must access your Outlook account.
- Check the help discussion for any new messages.
- Check the course requirements/schedule and the weekly modules/topics to make sure you are on track.
- Contact your instructor if you are having difficulties with a concept in your course. Your instructor is available to help you with the course content. Instructor contact info is located at the top of the syllabus.

Student <→ Instructor/Student Communication QM standard

Remember that it's easy to misinterpret the meaning of a message when you can't see the person face-to-face. Consider these guidelines:

- Be sensitive and courteous to others when you communicate with them.
- Make your communications as clear as possible.
- Always be respectful of others' opinions even when they differ from your own. Remember we all come to the course with diverse backgrounds, experiences, and perspectives.
- If you disagree with someone, express your differing opinion in a respectful way.
- Do not make personal or insulting remarks.
- Be open-minded and discerning. Strive to be a skeptic (a doubter) instead of a cynic (a disbeliever). Question yourself and others in order to find a solution or to search for the truth. We can learn from each other's experiences and perspectives.
- Use cyberspace etiquette (netiquette); for guidelines, visit [The Core Rules of Netiquette](#) (excerpted from the book, *Netiquette*, by Virginia Shea).

If you have any questions or concerns about course communications, please contact your instructor.

Instructor → Student Communication QM standard

It is your instructor's responsibility to be in communication with you as you progress through the course. Expect the following guidelines to be practiced:

- **Email Response Time:** Your instructor will respond to your email questions typically within 24-48 hours from Monday - Friday, excluding weekends and holidays.
- **Graded Assignments/Assessments:** Your instructor will communicate with you regarding graded assignments, quizzes, and exams within one week of the due date.
- **Discussion Boards:** Your instructor will monitor the discussions. Discussions are a place for you and your classmates to exchange ideas and opinions. Feedback is provided when the discussion is graded within one week of the discussion closing. Your instructor will actively enter the discussion in situations where posts or replies lack professional courtesy.

May I turn in assignments late?

<<If you have a late assignment/work policy, describe the policy and how it impacts grading.>>

Other course policies I should know about? QM standard

<<Describe other course policies if you have them.>>

Diversity, Equity, and Inclusion <<This section is fully editable. Please remove this note when the page is complete.>>

One of the most important roles of participants in the learning community is to be open to growing and to help others grow by naming any biases, oversights, or assumptions they observe. Students are encouraged to discuss any incidents of perceived bias or discrimination, conscious or otherwise, with the course instructor, the division chair, or with the office of the Chief Diversity Officer at SCC.

Sinclair Community College (SCC) is committed to providing equitable educational opportunities and a safe learning environment for all students, faculty, and staff. View the [SCC Non-Discriminatory Practices policy](#).

A bias incident is any type of conduct, speech, or expression that demonstrates conscious or unconscious bias and targets individuals or groups that are part of a federally protected class (ie. race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, religion, or disability). Bias-based behavior can also be identified as when someone treats another person differently or makes an offensive comment because of their membership in a protected group, such as race, ethnicity, gender, sexual orientation, religion, or disability.

What is Expected of All

"Do the best you can until you know better. Then, when you know better, do better." Maya Angelou

The work to recognize our own human biases opens the door to engaging with others on a whole new level. This work can only be done with conscious purpose, including awareness of ourselves and others, self-reflection, a willingness to listen and learn with humility, authenticity, and compassion, and a determination to take action once we "know better."

To be successful, this work must be done within a context of mutual care, respect, and trust, with an assumption of innocent ignorance (unconscious bias) on the part of others but with an emphasis on the real impact of the behavior or comment. Gentle but firm persistence in this effort will lead to lasting and effective change.



Sinclair Policies

QM standard

Click the link below to view policies such as dropping a course, withdrawing from college, late registrations, change of schedule, administrative withdrawal, grades, student behavior guidelines, safety and security, academic and other counseling. Understanding these policies is the responsibility of every student.

[Sinclair College Policy Library](#)

Here are some policies you may want to pay close attention to as a SinclairOnline student:

- [Student Code of Conduct Handbook](#), which includes the [Sinclair Academic Integrity Policy](#)
- [Financial Aid Policies](#), which includes the Student Attendance policy
- [Equal Opportunity/Non-Discrimination Policy](#), which applies to educational, work, and service environments at Sinclair. For more information on Diversity, Equity, and Inclusion at Sinclair, visit the [Diversity Office website](#) which includes resources, events, workshops, and student organizations.

What about privacy and accessibility on websites?

QM standard

You may come across many websites or web-based applications linked within this course. Many websites will have a policy or statement regarding privacy and/or accessibility. For example, Sinclair's website has them: [Privacy Statement](#) and [Web Accessibility Policy Statement](#). eLearn, the Learning Management System that Sinclair uses for the online learning environment is owned and maintained by D2L/Brightspace. The D2L website has a [Privacy Statement](#) and an [Accessibility Compliance](#) statement. If a website has such policies/statements, they are typically located as links on the bottom of the website's homepage. If not noticeably present, you might find them by searching within the website. If you have any concerns about such policies/statements (or lack thereof) on an external website/web-based app linked in this course, please contact your instructor.

What about accessibility of content within the course?

Sinclair Community College (SCC) prioritizes accessibility of materials, content, and other components of our online, blended, and FlexPace courses by following federal law and other applicable statutes.

SCC respects these guidelines when creating web-based content, documents, images, audio, video, and other materials for online, blended, and FlexPace courses. Companies that provide educational content for use in SCC courses are also required to explain how their products or services meet accessibility standards.

When materials do not meet accessibility standards, SCC is sometimes able to edit or modify those products to improve accessibility. However, some materials are produced or regulated by local, state, or national agencies which grant professional certificates or accreditation. SCC cannot legally make changes to materials produced by these agencies, or the certification/accreditation will not be valid.

Due to specific regulations, some of the content in this course might not be accessible. Please see the *Alternate Formats Available in eLearn Courses* under **Student eLearn News** on your eLearn homepage to learn how to generate different formats for these materials. Also, please contact your course instructor ASAP, as they may be able to provide different formats as well. If you need accommodations for this course, contact [Sinclair's Accessibility Services](#).

How do I navigate through this course?

QM standard

[Printer-friendly version](#)

Find out from the [Student Guide to eLearn](#) as well as

- how to use tools for
 - communication (including free apps)
 - assignments/assessments
 - progress tracking
- computer technical requirements and support including
 - available software which is free to Sinclair students, such as Office 365 and many others

All information in the Course Overview module is the ultimate reference for the course, it is also considered an agreement between the enrolled student, the instructor, and Sinclair College. By staying enrolled in the course, you are agreeing to the terms laid out in the pages within the Course Overview module; be sure to read them completely, understand them, and refer to them throughout the semester.

How do I navigate through this semester?

QM standard

See the [Registration Calendar](#) to view important semester dates such as start and end dates as well as registration, payment, and withdrawal deadlines.

Visit the guide to [Academic and Student Support Services](#) for many resources/services provided to Sinclair students regarding the library, counseling, tutoring, advising, food/home insecurity, and many others.

[SinclairOnline](#) has resources for current and new students.

For updates and more resources, visit your eLearn homepage.

You may need to take a [proctored test](#) while enrolled in a SinclairOnline course. [The Sinclair Testing Center](#) provides some services, for proctored testing as well. Your instructor will let you know if proctored tests are required in the course; you will be receiving detailed information from them on the proctor procedure, locations, and software. These instructions may vary from course to course.

[Printer-friendly version](#)

REMINDER

For help with course content and assignments, please contact your instructor.

For help with computer, software or other technical assistance, please contact the Sinclair Help Desk at (937) 512-HELP (4357) or toll-free at (866) 781-4357. You can also visit the [Sinclair IT Website](#) for more information.

The information on this page is provided to help you get ready to complete this course with respect to included resources and technology. As you proceed, you will need to be organized in your study approach in order to effectively learn the content and prepare yourself for all assignments and assessments.

Many resources and tools in this course are provided by Third Party software or external links. The privacy of learner and personal information, as well as the accessibility of course resources and tools, are important to Sinclair Community College.

Privacy Policies are usually located on the homepage of a website or a tool's website. If this is not the case, the policy will be linked beneath the tool or resource on this page. A website or tool's **Accessibility Policy** will be provided as well. In the case that a resource or tool lacks either of these pieces, it is noted.



DO THIS

Computer and Technology Requirements

Click the link below to review the Computer and Technology Requirements for online courses.

[Computer and Technical Requirements](#)



REVIEW

Computer Skills and Digital Literacy Expectations for Course

<<ADD TO OR DELETE FROM THIS LIST AS RELEVANT TO YOUR COURSE>>

- Using the learning management system
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats

- Downloading and installing software
 - Using spreadsheet programs
 - Using presentation and graphics programs
 - Using apps in digital devices
 - Using web conferencing tools and software
 - Using online libraries and databases to locate and gather appropriate information
 - Using computer networks to locate and store files or data
 - Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters
 - Properly citing information sources
 - Preparing a presentation of research findings
-



DOWNLOAD

Required Materials

The following materials are needed for this course:

[Office 365 Education for Students](#)

LIST MATERIALS NOT FOUND IN PROMPTS BELOW (i.e. webcam, microphone, flash drive, etc.)



REVIEW

Learning Companion Site: XXX

This course will be using XXX. To use this site, you will need the Access Code that was bundled with the textbook or was purchased separately.

Information and resources related to accessing and using XXX are available on the **Publisher Support Page**. <<INSERT LINK>>



EXPLORE

Adobe Products (Acrobat Reader, Presenter, etc.)

- [Acrobat Reader Download](#)

- [Accessibility Policy](#)

Apple Products (Safari)

- [Safari Browser Download](#) (Note: Safari is not recommended for use with eLearn)
- [Accessibility Policy](#)

D2L/Brightspace

- [Privacy policy](#)
- [Accessibility Policy](#)

Google Products (Google, Google Drive, YouTube, Chrome Browser, etc.)

- [Google Chrome Browser Download](#) (Click on "Download Chrome for another platform" if needed)
- [Accessibility Policy](#)

Microsoft Products (Word, Excel, PowerPoint, Internet Explorer, Windows Media Player, etc.)

- [Microsoft Support](#)
- [Accessibility Policy](#)

Mozilla Firefox

- [Mozilla Firefox Browser Download](#) (Click on "Firefox for Other Platforms" if needed)
- [Accessibility Policy](#)

Study Mates

- [Accessibility Policy](#)
- [Privacy Policy](#)

Zoom

- [Accessibility Policy](#)
- [Privacy Policy](#)

Other Resources Used

- [Sinclair Website](#)
 - [Accessibility Policy](#)
- [eCourse Privacy and Accessibility Information](#)

Note: This searchable chart provides privacy and accessibility information on websites and resources used in eCourses at Sinclair. Use CTRL-F to search on the page.