Instructor Information
In addition to providing instructor information in the syllabus, a separate page containing instructor contact information, virtual office hours and other communication information is located inside the course.

Instructor:

Office Location:

Office Phone:

Office FAX:

Email Address:

Office Hours:  (log in daily, three times weekly, etc.)

Course Information
Course Description:  Briefly describe the nature of the course, what the student can expect to learn, and an overview of course activities such as teamwork, group projects, student web pages, etc.

Course Objectives:  Clearly state the course objectives so that they can be related to the expected learning outcomes in each course section or module and to the goals of the overall assessment process.

Prerequisites:  List all course prerequisites and explain why they are deemed necessary.
Course Topics: Provide sequence of course topics, perhaps noting that students should complete certain core modules prior to moving to elective or more advanced modules.

Specific Course Requirements: Describe special course requirements, such as knowledge of specific software, and why they are necessary for successful completion of the course.

Textbooks and Supplementary Materials

Required Textbooks: (may be ordered online at Phillips Bookstore). If an e-book option is available, provide students link to purchase site.

Supplementary Materials: List other published material the student is required to purchase including lab manuals, lab kits, etc.

Supplemental or Publisher Websites:
- If supplemental or publisher websites are integrated into the course, inform students they must purchase access to website or e-book to successfully complete the course. Used textbooks may not have active access codes.
- Provide directions for use of course materials within supplemental sites and in conjunction with course material in D2L.

Assessment and Grading

Testing Procedures:
- A statement describing the process to schedule a distance learning exam with an off-campus proctor (http://ucdb.mtsu.edu/OffCampusExams/addrecord.php).
- When taking online exams: inform students that they should access D2L through http://elearn.mtsu.edu instead of through PipelineMT. Pipeline eventually times out causing students to lose valuable time while dealing with a popup window. If PipelineMT is used to access an exam, the Pipeline window may be closed (not the D2L window) preventing the timeout situation.
- A statement reminding students to save each answer to online test questions as they answer each question in case a computer crashes or loses internet connectivity. Students may reboot their computers or wait for internet connectivity to access the test again, and D2L will allow students to continue taking the test using the time left and the question answers they have saved.

Grading Procedure: State in detail how grades are related to or reflective of the expected learning outcomes. Also provide a statement of what constitutes high course achievement.

Grading Scale:

A
B
C

The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic examinations.
Assignments and Participation

Assignments and Projects: A sequenced list of assignments and projects arranged by course section or module with due dates if applicable.

Class Participation: State that student participation is required in all interactive aspects of the course. For example, students must:
- communicate with other students in the chat room;
- communicate with the instructor as a learning resource;
- check the course bulletin board frequently for announcements;
- actively participate in threaded discussion events.

Punctuality: Provide course milestones to keep the students on track in an asynchronous environment.

Course Ground Rules: Reiterate and emphasize certain rules and course expectations. For example:
- participation is required;
- communication with other students in team projects is expected;
- learning how to navigate in the learning environment system;
- keeping abreast of course announcements;
- using the MTSU student email address as opposed to a personal email address;
- addressing technical problems immediately; and
- observing course netiquette at all times.

Attendance

MTSU Administration requires that instructors complete an attendance report for each course each semester. Regular class attendance is required and will be monitored by: the D2L system report; participation in the discussion board; and timely submission of course assignments. If several class assignment submissions are missing, your attendance will be reported as “no longer attending.”

Communication Guidelines

Email:
- Per the Family Educational Rights and Privacy Act (FERPA), all course communication will be conducted using D2L email. Faculty will not respond to student emails via a non-institutional assigned email account. After the term, please communicate via your MTSU assigned MTMAIL account.
- Always include a subject line.
- Remember that without facial expressions some comments may be misinterpreted. Choose your words carefully when writing your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
• Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
• Respect the privacy of other class members

Discussion Groups:
• Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
• Try to maintain threads by using the "Reply" button rather starting a new topic.
• Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
• Be patient and read the comments of other group members thoroughly before entering your remarks.
• Be cooperative with group leaders in completing assigned tasks.
• Be positive and constructive in group discussions.
• Respond in a thoughtful and timely manner.

Chat:
• Introduce yourself to the other learners in the chat session.
• Be polite. Choose your words carefully. Do not use derogatory statements.
• Be concise in responding to others in the chat session.
• Be prepared to open the chat session at the scheduled time.
• Be constructive in your comments and suggestion

Student Resources
Frequently Used Student Resources

Technical Support
Students who experience problems logging into their course, timing out of their course, using the course web site tools or experience other technical problems, should be encouraged to contact the MTSU Help Desk online (24/7) or at 1-615/898-5345.

Students With Disabilities
Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the Disability & Access Center (DAC) website www.mtsu.edu/dac and/or contact the DAC for assistance at 615-898-2783 or dacemail@mtsu.edu.

Academic Misconduct
The use of a third party to submit a student's work is only allowed when accommodations are approved by the Disabled Student Services Office. Students found to be in violation of this policy will be reported to the faculty member and Dean of Student Affairs.
Students should be familiar with the "MTSU Students Rights and Responsibilities" handbook which outlines academic misconduct including plagiarism, cheating, fabricating or facilitating any such act. The Handbook also provides a statement of community standards of civil behavior and code of computer use.

Hope (Lottery) Scholarship Information
Do you have a lottery scholarship? To retain Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility.

If you drop this class, withdraw, or if you stop attending this class you may lose eligibility for your lottery scholarship, and you will not be able to regain eligibility at a later time.

For additional Lottery rules, please refer to your Lottery Statement of Understanding form (http://www.mtsu.edu/financial-aid/forms/LOTFOD.pdf) or contact your MT One Stop Enrollment Counselor (http://www.mtsu.edu/one-stop/counselor.php).

The True Blue Pledge
I am True Blue
As a member of this diverse community, I am a valuable contributor to its progress and success. I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a BLUE RAIDER. True Blue!