



SYLLABUS TEMPLATE – ONLINE AND HYBRID COURSES

[SEMESTER]

[COURSE TITLE] AND [COURSE ID]

[NUMBER OF CREDIT HOURS]

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:

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](#))

Supplementary Materials:

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

External or Publisher Websites:

- If external 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 external 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://www.mtsu.edu/learn/testing/offcampus_exam_request.shtml).
- 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.

Communication Guidelines

Email:

- 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

Hardware/Software Requirements/Browser Information

SYSTEMS REQUIREMENTS

Computer Software, Hardware, and Browsers
For Distance Learners

A reliable computer with a CD-ROM drive and Internet connection are necessary to successfully take an online course. Students who do not have a computer may access their courses at the MTSU Walker Library (with an MTSU ID), MTSU [computer labs](#) or at a local public library. (Note: Some public libraries block certain web addresses; students should verify with the library's IT support if unable to access. Also, some libraries may charge usage fees.)

Perform a systems check at <https://elearn.mtsu.edu>.

The D2L Learning Environment is web-based, meaning users [log in](#) to D2L through the internet using a web browser. The following table outlines the recommended components for you to successfully access your courses.

These specifications are minimal, and more sophisticated systems are better.

Platform Requirements

Apply to:

- Learning Environment 9
- ePortfolio 3
- Learning Repository 5
- LiveRoom 4

These platform requirements apply to all versions in the listed series of products.

Component	Required	Recommended
Operating System	Windows 98, 98SE, ME, 2000, XP, Vista MAC OS X	Windows 2003, XP Service Pack 2
Video	SVGA Monitor Minimum resolution of 800 x 600	Resolution of 1024 x 768 or greater
Operating Systems	• Windows 2000 or better	• OS X, version 10.4 or later
Internet Speed	56K modem	56K or cable modem, DSL
Sun Java Runtime Environment (JRE)	JRE v1.4.2.x, 1.5.x, 1.6.x	JRE 1.6 update 13
Java Script	• Enabled	• Enabled
Cookies	• Enabled	• Enabled

Component	PC	Mac
Browsers (PipelineMT works in these browsers)	<ul style="list-style-type: none"> •Internet Explorer Windows: 7.x or 8.0 •Firefox (Mozilla) Windows: 2.0 	<ul style="list-style-type: none"> •Safari: 2.0 for OS 10.4.2.x and 3.x for OS 10.4 and OS 10.5.3.1 (RaiderNet part of PipelineMT not yet certified for Safari 2.0 or 3.x but may work) •Firefox (Mozilla): 1.5.0.1 for OS 10.3 and 10.4 and 2.0 for

		OS 10.5 (RaiderNet part of PipelineMT not yet certified for Firefox 1.5.0.1 to 2.0 but may work)
Audio	Sound card, speakers, headphones	Sound card, speakers, headphones
Internet Service Provider (ISP)	<ul style="list-style-type: none"> To provide email account, access to World Wide Web, ease of making/maintaining a connection. 	<ul style="list-style-type: none"> To provide email account, access to World Wide Web, ease of making/maintaining a connection.

Browsers

A *browser* is a program that helps users work with the web by displaying documents and making links between computing sites. A graphical web browser, such as Internet Explorer or Mozilla, can display web documents in hypermedia format; that is, it can be used to view text, images, and video and to listen to audio.

To enable Java and JavaScript, checking a box or choosing this capacity in an options box under the tools or properties menu is usually required.

It is recommended that the "browser check" utility be completed prior to accessing D2L for the first time. The D2L browser check and upgrade links are accessed from the D2L login page. Note: If accessing D2L via Pipeline, click on the logout link in the upper right corner of the D2L MyHome page to go back to the D2L login page.

Browser Support

Support Statuses may be viewed in Browser Support Lifecycle.

Windows

Browser	Status
Internet Explorer 8	Supported (Recommended)
Internet Explorer 7	Supported
Firefox 3.6	Supported
Firefox 3.5	Supported (Recommended)
Firefox 3.0	Maintenance
Chrome 3	Investigation

MAC OS X

Browser	Status
Firefox 3.6	Supported
Firefox 3.5	Supported
Firefox 3.0	Supported (Recommended)
Safari 4.0	Supported
Safari 3.1	Supported

Mobile Web

Operating System/Browser Version	Status
iOS 3 (Safari)	Supported
iOS 4 (Safari)	Supported
Android 1.5	Supported
Android 2.1	Supported

Android 2.2	Investigation
Blackberry 6	Supported

The above-mentioned products and/or services retain their trademarks and copyrights where applicable.

Memory

** Assistance in adjusting memory may be found at Apple Help file under "Memory - Adjusting your memory usage". Multiple applications should not be open while working in your browser within your online class. This requires more RAM and will cause the browser to run very slowly.

Internet Speed

***If a modem is used, communications software is needed to allow communication between your computer and the modem.

D2L Student Support

Students are encouraged to visit MTSU's D2L Student Support page (<http://www.mtsu.edu/d2lsupport/students/index.shtml>) for access information and troubleshooting assistance.

Student Resources

- [Academic Calendar](#)
- [Adaptive Technology Center](#)
- [D2L Student Support](#)
- [Disabled Student Services](#)
- [Disruptive Behavior Policy](#)
- [Help Desk](#)
- [ITD Resources Policy](#)
- [Library Services for Distance Learners](#)
- [Smarthinking](#) Online Tutorial Service
- [Student Readiness for Online Instruction](#)
- [Student Online Readiness Tool \(SORT\)](#) - University System of Georgia [USG SHARE](#)
- [Student – Academic Misconduct](#) (including plagiarism) – page 18
- [Student – Statement of Community Standards and Expectations](#) – page 28

Copyright Resources

- [Citation Style Guides](#)
- [Copyright Website](#)
- [TBR Copyright Issues in Digital Distance Education](#)
- [TBR Copyright Basics](#)
- [TBR Guideline 075](#) – Distance Education and Intellectual Property
- [The Digital Millennium Copyright Act of 1998](#)
- [Fair Use Guidelines](#)
- [The TEACH Act](#)
- [United States Copyright Office](#)

Library Resources

- [Distance Librarian](#)
- [Research Guides and Tutorials](#)
- [Frequently Asked Questions](#)
- [Resources for Distance Learners](#)

Margaret H. Ordoubadian University Writing Center

Location: James E. Walker Library, Room 362
Phone Number: 615/904-8237
Website: <http://www.mtsu.edu/uwc/>
Email: uwcenter@mtsu.edu

Student Services:

- Provide one-to-one and group tutoring for any writing project or presentation at any stage. Our new Walker Library location is specifically equipped to accommodate group tutoring.
- Help students recognize their own writing weaknesses and develop individual plans to address those needs.
- Develop long-term individualized plans for a range of writing concerns, from basic skills and test preparation to theses and dissertations.
- Conduct D2L online sessions and answer quick questions through Meebo.
- Offer all of our handouts on our website at www.mtsu.edu/uwc

SMARTHINKING Online Tutoring Service

[SMARTHINKING](#) is a virtual learning assistance center and is the leading provider of online tutoring. Students connect to live tutors from any computer that has Internet access 24 hours a day, 7 days a week. To access the site use the following Username and Password:

Username: full MTSU email address (example lmm2r@mtsu.edu)

Password: MTSU

Students With Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the [Office of Disabled Student Services \(DSS\)](#). Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility from the Office of Disabled Student Services. It is the student's responsibility to initiate contact with the DSS staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessary during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

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. otheproblems,4/7) 1

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

[Tennessee Education Lottery Scholarship](#) eligibility requirements and scholarship rules are available on [College Pays](#) and the [MTSU Financial Aid](#) websites. The MTSU Financial Aid Office may also be contacted by calling 615/898-2830 for additional information.

*Revised April 27, 2010
Distance Education Faculty Services Office
Distance Education and Non-traditional Programs Department
University College*