Syllabus Template

[SYLLABUS TEMPLATE – ONLINE AND HYBRID COURSES]

[COURSE ID] AND [COURSE TITLE]

[NUMBER OF CREDIT HOURS]

Instructor Information
Instructor contact information, virtual office hours and other communication information is located in course content.

Course Information

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.

Objectives and Outcomes
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 and Co-requisites
List all course prerequisites and explain why they are deemed necessary.

Topics
Provide sequence of course topics, perhaps noting that students should complete certain core modules prior to moving to elective or more advanced modules.

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

Required Textbooks
Inform students that 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. 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

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
Table 1 - Grading Scale

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<th>A</th>
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The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic examinations.

Feedback
- State when grades and assignment feedback will be provided (best practices note that email responses should be provided within 24 hours; assignment feedback and grades should be posted as soon as possible, and within two weeks of the assignment submission, depending on the nature and length of the course and assignment type.
- State that assignments must be submitted to the Dropbox and will not be accepted via email.
- List assignment deadlines in the Dropbox and on the calendar.

Online Testing and Proctoring
- A statement describing the process to schedule a distance learning exam with an off-campus proctor.
- 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.

Academic Integrity/Misconduct

Please review the information on Academic Integrity and Misconduct at this web site: [http://www.mtsu.edu/provost/acadmisconduct.php](http://www.mtsu.edu/provost/acadmisconduct.php). The instructor will be submitting materials to an online service (Turnitin.com) which will review the work for plagiarism. Students should also review the report generated for each assignment and self-check for plagiarism. Information on how to cite work correctly is provided within the course modules or through the University Writing Center. You may read more about how to avoid plagiarism from the Office of the University Provost website: [http://www.mtsu.edu/provost/acadmisconduct.php](http://www.mtsu.edu/provost/acadmisconduct.php).

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Such conduct includes, but is not limited to:

- Submitting as one’s own work, themes, reports, drawings, laboratory notes, computer programs, or other projects prepared by another person
- Knowingly assisting another student in obtaining or using unauthorized materials
- Submitting assignments previously used in other courses where you received credit for the work
- Improperly crediting or lack of crediting an original author’s work

Students guilty of academic misconduct are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions (including expulsion from the university), which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or zero for an activity or to assign an “F” for the course. Students guilty of plagiarism will be immediately reported to the Vice Provost for Academic Affairs.

Incomplete Grades

Incomplete grades are given rarely and only in extenuating circumstances. Page 56 of the MTSU Undergraduate Catalog states: “The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which occur toward the end of the term. Mere failure to make up work or turn in required work on time does not provide the basis for the grade of “I” unless extenuating circumstances noted above are present for reasons acceptable to the instructor.” Please refer to the Undergraduate catalog for the complete Incomplete Grade Policy.
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:

- participation is required;
- communication with other students in team projects is expected;
- 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.

Attendance Reporting
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, student attendance will be reported as “no longer attending.”

Course Ground Rules
Reiterate and emphasize certain rules and course expectations. For example:

- learning how to navigate in the learning environment system;
- using the course email address as opposed to a personal email address;
- addressing technical problems immediately; and
- observing course netiquette at all times.

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.
Email Netiquette

The **University of South Florida**, recommends the guidelines below when communicating in an online course.

- Always identify yourself and keep your messages brief and to the point. Remember that not everyone accesses email from a computer these days. Many people use portable devices such as cell phones to quickly check their email while they are away from a computer. They will appreciate not having to wait for the long messages to download.
- Include a concise subject line with all of your emails. Use standard fonts.
- Let your recipient know right away if any action is required of them.
- Avoid “flaming” (inflammatory or antagonistic criticism) or sending insulting, abusive, or threatening remarks.
- Avoid using all capital letters in a message.
- Remember that email is not necessarily private. Your messages can be forwarded to many people without your knowledge. Before sending a message, read it over, double check the recipient(s) and make sure it would not become an embarrassment if it were forwarded to others not on your recipient list.
- Do not spam others. Spam is the practice of sending unsolicited email messages in bulk or overloading someone’s mailbox or server with messages.
- Include a signature that has your phone number or if you are sending internal email, your extension. This will make it easier for your recipient to contact you if they need to speak to you in person. Avoid recalling messages. Take the time to really determine if a message is necessary or not before sending it in the first place.

Student Feedback

Explain the opportunities that students will be given to provide constructive and regular input regarding their experiences in the course throughout the semester.

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.
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- 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 and/or contact the DAC for assistance at 615-898-2783 or dacemail@mtsu.edu.

Tutoring
You may list tutoring resources such as University Computer Labs, Smarthinking, and the University Writing Center. Other tutoring resources are available on the Student Support website.

Hope (Lottery) Scholarship Information
Do you have a lottery scholarship? To retain the 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 may not be able to regain eligibility at a later time.

For additional Lottery rules, please refer to your Lottery Statement of Understanding form or contact your MT One Stop Enrollment Counselor.

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!
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Distance Education Faculty Services Office
Distance Education and Non-traditional Programs Department
University College