

EDU62611

COURSE TITLE GOES HERE

SYLLABUS



NORTHWEST
MISSOURI STATE UNIVERSITY

I. Course Title

Course Prefix, Number and Title goes here.

II. Course Credit

Content goes here.

III. Placement in Curriculum

Content goes here.

IV. Prerequisites

Content goes here, if any.

V. Course Professors

Lead Professor

Name:

Title:

Phone:

Email:

Associate Professors

Name:

Title:

Phone:

Email:

Name:

Title:

Phone:

Email:

VI. Course Description

Content goes here. (From the course catalog)

VII. Course Rationale

Content goes here.

VIII. Course Objectives

Content goes here.

IX. Materials

Textbook

Content goes here.

Other Resources

Content goes here.

X. Course Outline and Expectations

Content goes here.

Participation/Attendance

For online courses, non-participation means the failure to login for any group assignments (i.e., chats, etc.), tests, or weekly assignments. Excessive absences are the same as for classes that meet one time per week.

Academic Honesty

Mississippi College students are expected to be honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the Mississippi College Student Handbook or University Policy 2.19 for specific information regarding penalties associated with dishonest behavior at Mississippi College.

Special Accommodations

In order for a student to receive disability accommodations under Section 504 of the Rehabilitation Act of 1973, he or she must schedule an individual meeting with Student Counseling and Disability Services (SCDS) before each semester or upon immediate recognition of the disability. The student must provide written documentation from a medical physician and/or licensed clinician that verifies his or her disability with recommended accommodations. Documentation must be current (within 3 years). SCDS will assist the student in notifying his or her professors about the recommended academic accommodations. Please contact Student Counseling and Disability Services to schedule an appointment with an available counselor: Phone - 601.925.7790; Fax - 601.925.7793 or email them at scds@mc.edu. For additional information, visit <http://www.mc.edu/offices/counseling/student-disabilities>

Course Communication Policy

All student communication to faculty should be done through MC's office LMS system and MC email. For general questions to your instructor about course items and resources, the student should use the "Ask the instructor" Discussion, found at the top of their course page. Questions regarding late assignments, grades or other personal matters, the student should email the instructor through the Canvas inbox or their MC email. You may expect a response to any inquiries within twenty-four (24) hours. You may expect feedback on course assignments within seventy-two (72) hours.

One (1) hour per week, your instructor will offer an optional time when you can meet "live" online to discuss course content.

Course Communication Guidelines (Netiquette)

Netiquette is a set of rules for behaving properly online. Much of our communication in this course will take place in the forums and through email. Here are some guidelines for online communication in this course:

- Be sensitive to different cultural and linguistic backgrounds, as well as different political and religious beliefs.
- Use good taste when composing your responses. Swearing and profanity should be avoided. Also consider that slang terms can be misunderstood or misinterpreted.
- Don't use all capital letters when composing your responses. This is considered "shouting" on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.

- Be respectful of others' views and opinions. Avoid "flaming" (publicly attacking or insulting) others.
- Be careful when using acronyms. If you use an acronym it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
- Use good grammar and spelling, and avoid using text messaging shortcuts.
- In emails, always identify yourself and what class and section you are in. It is a good practice to put your course and section in the subject line. This helps your instructor identify course related emails.

XI. Technology Requirements

Computer/Technology Requirements

Online students will need regular access to a personal computer that runs on a broadband Internet connection.

Canvas Learning Management System

Students are provided with Canvas guides and online ticketing service when an LMS issues arises. To access the 24/7 help desk and resources, access the Help option by clicking on the question mark icon in the navigation bar on the left side of your course page.

Web Conferences/Synchronous sessions

Applicable to the particular course. Language usually comes from the instructor. Should include links to support information for whatever technology is being used for these sessions.

XII. Grading and Evaluation

Final Grade Calculation

Assessments	Percentages

Total Percentage For Course	

Blanket Statement on when assignments/assessments are due should go here.

Grading

In determining the final course grade, the following scale is used:

xxx = A

xxx = B

xxx = C

xxx = F

Faculty can augment this area as necessary to accommodate their grading criteria. Faculty should also use this area to convey when students can expect feedback on their assignments and assessments.

Rubrics

Inclusion of rubrics in the syllabus is usually up to the instructor. If rubrics are not included in the syllabus, this area should convey to students that rubrics are included in the course and will provide an understanding of how they will be assessed on the course's assignments.

[Insert rubrics here]

Late Work Policy

The only late work that will be considered are those instances where the student has communicated with their instructor regarding unavoidable circumstances, *such as reporting an illness and submitting a doctor's note to their instructor.*

XIII. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

XIV. Course Topics

Module 0	Content goes here.
Module 1	Content goes here.
Module 2	Content goes here.
Module 3	Content goes here.
Module 4	Content goes here.
Module 5	Content goes here.
Module 6	Content goes here.
Module 7	Content goes here.

XV. Additional Course Information

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.