

Course Name - Course Number
Instructor Name - Instructor Email
Baylor University

Purpose: In this section, talk about your course goals. Talk about your broad hopes and expectations and then narrow your focus to specific skills and knowledge students will acquire by the end of the course. List topics that will be emphasized and your preferred pedagogical methods (will assessment of student work mainly take place on the discussion board, in quizzes, or both? Why?) The purpose of this section is to provide students with a broad overview of the course.

Prerequisites: *IF* your course has prerequisite knowledge (such as the ability to use Excel 2010 for creation of charts and graphs from a data set OR the ability to upload to Youtube or use Google Docs) list it here.

IF your course has no prerequisites of this nature, you may simply state that admission to the program has satisfied requirements for this course.

Required Materials & Technology: State what kinds of texts and materials are required for the course. Also, note where students can acquire them (i.e. will students need to purchase the books, or will you post readings to Canvas? Will students be provided with technology or not?)

Author(s). (Publication date). *Title*. City of Publication: Publication Company.

Equipment/Hardware: web cam, with integrated or stand-alone microphone

Software: Inform students of any specialized software needed for your course beyond the Microsoft Office Suite

Supplemental or Optional Materials: *IF* there are supplemental materials which you would recommend for students to purchase but are not required (such as an APA guide for writing assignments), list them here.

Course Communications:

Notifications in Canvas – responsibility of the student

Preferred Method of Contact – How do you want them to communicate with you? Canvas messaging center only?

Feedback/Response Policy – What students can expect of instructor response time (All attempt will be made to respond within 24 hours yet if you have not heard back please reach out again)

Learning Goal: What is the one key objective you want all students to acquire by the end of the course? List it here.

Course Objectives: How does each of the modules in the course help you achieve the learning goal? Give a brief overview of this here.

These objectives are provided below to facilitate the student's understand of expectations and direction of the course.

	Specific Objectives
Module 1: Insert Brief Theme Here	List 2-3(or more) specific objectives for this module
Module 2: Insert Brief Theme Here	List 2-3(or more) specific objectives for this module
Module 3: Insert Brief Theme Here	List 2-3(or more) specific objectives for this module
Module 4: Insert Brief Theme Here	List 2-3(or more) specific objectives for this module
Module 5: Insert Brief Theme Here	List 2-3(or more) specific objectives for this module

Course Requirements: What themes will the course focus on and how will student knowledge be assessed? Example: *An analysis of student work will be done in the form of extensive readings and quizzes over those readings, discussions, exercises and cases, with a final comprehensive exam.*

Quizzes (__ points per module): In this section, discuss when quizzes will be given, how often they will occur, what information they will assess, and the times and dates on which quizzes will be made available to students through Canvas. Remind students about your expectations for the quizzes: Should they be taken individually? Can they be taken more than once? Will they be timed?

Discussions (__ points per module): Will you be using the discussion board in your class? If so, how often will students be expected to check or write in the discussion board? How many times should they post or reply in a given week? What is the date and time by which students should post? Will late posts be accepted? How will posts be graded? Answer the above questions here.

Exercises/Assignments (__ points per module): What kinds of exercises and assignments will be assigned throughout the course? What is the purpose of these assignments? How often will they be assigned? When will they be due? Discuss the answers to these questions here.

Final Project/Paper/Report/Exam (__ points) Provide an abbreviated version of what this critical component of the grade will consist of **best practice of online course delivery discourages a 'make or break' high stakes grade for one assignment or exam*

Late Work / Make-up Test Policy: State whether or not you accept late work and if you allow students to make-up work. State if and when late work or make-up work is acceptable and when it is not. For example, can students make up work or submit late work if they have been ill? If they were traveling on business? If they had a family emergency? Clarify your rules and expectations here.

Grading: The following information should reflect your specific grade scale. This may mean you do NOT include the grade scale below depending on whether or not you grade out of 1000 point scale. Grades will be calculated on the basis of 1000 total points. (or however many points you deem appropriate to your course). You must obtain the appropriate amount of **points** to attain the grade. Final point scores will be converted into course grades using the following scale:

Grade	Total Points
A	920-1000 points
A-	900-919.9 points
B+	880-899.9 points
B	820-879.9 points
B-	800-819.9 points
C+	780-799.9 points
C	720-779.9 points
C-	700-719.9 points
D	600-699.9 points
F	599.9 points and below

Plagiarism Detection: Students agree that by taking this course, all required papers, exams, class projects or other assignments submitted for credit may be submitted to turnitin.com or similar third parties to review and evaluate for originality and intellectual integrity. A description of the services, terms and conditions of use, and privacy policy of turnitin.com is available on its web site: <http://www.turnitin.com>. Students understand all work submitted to turnitin.com will be added to its database of papers. Students further understand that if the results of such a review support an allegation of academic dishonesty, the course work in question as well as any supporting materials may be submitted to the Honor Council for investigation and further action.

Honor Code: As Baylor students, you should be aware of the importance of authentic ownership of your work. Any plagiarized work may result in failure of this course.

Honor Code Violations: "A Baylor University student violates the honor code if the student engages in dishonorable conduct in connection with an academic matter. Among the types of dishonorable conduct defined in the Handbook are the following:

- "Offering for course credit as one's own work, in whole or in part, the work of another."
- "Incorporating into one's work offered for course credit passages taken either word for word in substance from a work or another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes, or another appropriate written explanation."

- “Offering for course credit one’s own work, but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.” This includes any work-in-progress, essays written for other courses, at other institutions, or in other settings.
- “Offering for course credit work prepared in collaboration with another, unless the student secures the instructor’s permission in advance of the submission.”

Copyright Notice: Unless otherwise noted, the materials used and generated in this course are copyrighted. This includes, but is not limited to syllabi, class outlines, presentation slides, videos, lecture notes, exams, exercises and simulations.

Confidentiality: It is crucial that the exercises in this course are kept confidential for a number of reasons. First and foremost, sharing information about assignments is unethical. Making unauthorized copies for personal files is a violation of copyright protection.

Disclaimer: This syllabus is subject to change. I will maintain a current version of the syllabus and the date it posted on the course site.

Institutional Support & Resources

University Honor Code: Baylor University students, staff, and faculty shall act in academic matters with the utmost honesty and integrity. A Baylor University student violates the Honor Code if the student engages in dishonorable conduct in connection with an academic matter. More information is available on the Honor Code site [here](#).

OALA: Any student who needs learning accommodations should inform the professor immediately at the beginning of the semester. The student is responsible for obtaining appropriate documentation and information regarding needed accommodations from the Baylor University Office of Access and Learning Accommodation (OALA) and providing it to the professor early in the semester. The OALA phone number is (254) 710-3605 and their website is: www.baylor.edu/oala.

Technology

Canvas: Canvas is the Learning Management System (LMS) used by Baylor's online program. You must use a supported browser (Mozilla Firefox or Google Chrome) accessing the web from a reliable, high speed connection to avoid encountering problems working in Canvas.

Help Desk: If you have any other questions about what you can do or where you can find things in Canvas, please refer to Canvas' [Student Guide](#). If you're having difficulties that you cannot resolve with the student guide, you may file a ticket directly with Canvas support. or call Baylor's help line at (254)710-4357 and they will file a ticket with our staff.

Technology Policy: The Canvas learning environment and your Baylor email fall under the jurisdiction of [Baylor technology policies](#). It is your responsibility to familiarize yourself with the policies that apply to the online learning environment. If there is an incident or violation, these are the standards which will be followed.

Appendix A: COURSE MAP for *Course Name*

MODULE	1	2	3	4	5	6	7
Topics	Mod 1 Topic 1 Mod 1 Topic 2 (list more or less, should correlate with objectives)	Mod 2 Topic 1 Mod 2 Topic 2 (list more or less, should correlate with objectives)	Mod 3 Topic 1 Mod 3 Topic 2 (list more or less, should correlate with objectives)	Mod 4 Topic 1 Mod 4 Topic 2 (list more or less, should correlate with objectives)	Mod 5 Topic 1 Mod 5 Topic 2 (list more or less, should correlate with objectives)	Mod 6 Topic 1 Mod 6 Topic 2 (list more or less, should correlate with objectives)	Mod 7 Topic 1 Mod 7 Topic 2 (list more or less, should correlate with objectives)
Overview and Learning Objectives	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning	Objective 1- should contain a verb with measurable outcome of learning
	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning	Objective 2- should contain a verb with measurable outcome of learning
	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning	Objective 3- should contain a verb with measurable outcome of learning
	*list more or less, should match course objectives table	*list more or less, should match course objectives table	*list more or less, should match course objectives table	*list more or less, should match course objectives table	*list more or less, should match course objectives table	*list more or less, should match course objectives table	*list more or less, should match course objectives table
Multimedia Micro-Lectures	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings	List titles of lectures, micro-lectures and other created or curated media content added to readings
Readings	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.	List readings from assigned text as well as supplemental readings from journal articles, texts, etc.
Discussion Board	Introductions – Welcome Topic of first discussion board	Summarize or list topic(s) of discussion board prompt(s)	Summarize or list topic(s) of discussion board prompt(s)	Summarize or list topic(s) of discussion board prompt(s)	Summarize or list topic(s) of discussion board prompt(s)	Summarize or list topic(s) of discussion board prompt(s)	Summarize or list topic(s) of discussion board prompt(s)
Exercises/Assignments	Activity students will be expected to complete (case study, etc) *can be blank if not used this module	Activity students will be expected to complete (case study, etc) *can be blank if not used this module	What activities will students be expected to complete? (case study, etc) *can be blank if not used this module	What activities will students be expected to complete? (case study, etc) *can be blank if not used this module	What activities will students be expected to complete? (case study, etc) *can be blank if not used this module	What activities will students be expected to complete? (case study, etc) *can be blank if not used this module	What activities will students be expected to complete? (case study, etc) *can be blank if not used this module
Assessments	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.	List quizzes, test or other assessments not considered exercises or assignments.