Course Title

# Course Information

**Course Number**: ABC 123
**Credits**: 3 Credit Hours
**Pre-requisites**: Insert here or... None

**Meeting time**: Mondays, Wednesdays, Fridays, 10:00-11:00 a.m.

**Location**: Building and room #

## Instructor Contact

**Instructor Name**: name

**Office:** location
**Phone:** (480) nnn-nnnn
**E-mail address**: email
**Office hours:**

## Overview

**Catalog description**: Insert
**Learning Outcomes:** At the completion of this course, students will be able to:

* Insert objectives or outcomes
* Make sure they are specific and measurable

**Course Time Commitment:** This three-credit course requires approximately 135 hours of work. Please expect to spend around six hours each week studying and working on assignments, in addition to the three hours of class attendance, for a total of ***nine hours per week.***

# Materials Needed

## Required Texts

* Book 1
* Book 2

## Optional Texts

* Book 3

## Computer Requirements

* Desktop or laptop computer with Internet access, current within the last 5 years (*Note: Canvas does have an app that can be used with mobile devices, but the app is limited and does not show everything available in the course. Please access Canvas primarily through a desktop or laptop computer.)*
* Web browser updated to the most recent possible version (*Note: Internet Explorer does* ***not*** *work reliably with Canvas. Please use a browser such as Firefox, Chrome, Safari, or Opera.)*
* Audio speakers attached or built-in to the computer
* Word processing software
* (optional but recommended) Citation software, such as Zotero, Mendeley, or End Note. This will make your research and paper-writing experience much easier.
* (note to instructor: if you want to incorporate video assignments into your course, add a webcam, smartphone, and/or other digital video recording device to this list)

# Instruction and Grading

Students are expected to attend class regularly and participate in class activities. *[insert tardy and absence policy here.]*

This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. All assignments, unless otherwise announced by the instructor, MUST be submitted via Canvas. Each assignment will have a designated place to submit the assignment. Do not submit an assignment via email.

## Grading Procedure

|  |  |  |
| --- | --- | --- |
| Grade  | Percentage  | Point Value  |
| A+  | 97-100  |  |
| A  | 94-96  |  |
| A -  | 90-93  |  |
| B+  | 87-89  |  |
| B  | 84-86  |  |
| B-  | 80-83  |  |
| C+  | 77-79  |  |
| C  | 70-76  |  |
| D  | 60-69  |  |
| F  | < 60  |  |

Your final grade will be based on the following:

Discussions 150 points

Quizzes/Tests 150 points

Essays 200 points

Final Project 100 points

**Total 600 points**

The course grade will be based on the assignments and compliance with deadlines and rubric guidelines. Graded assignments will be available within 48 hours of the due date via the Gradebook. There may be occasional extra credit opportunities provided by the instructor.

### Timeliness

Students are expected to turn in assignments on time. *[Insert late policy here. An example is provided]*: Grades will be lowered on late papers or assignments by 10% per day except where extensions and incompletes are negotiated with the instructor. Extensions and incompletes will be based on extenuating circumstances beyond the student’s control. If an assignment is to be handed in late, the instructor must be contacted at least 24 hours in advance of the due date for an extension to be negotiated. Please follow the appropriate University policies to request an accommodation for religious practices (http://www.asu.edu/aad/manuals/acd/acd304-04.html) or to accommodate a missed assignment due to University-sanctioned activities. (http://www.asu.edu/aad/manuals/acd/acd304-02.html)

### Plagiarism

Students are expected to write assignments in their own words except where otherwise cited. All direct quotes must appear either in quotation marks or indented, and must include the source, year, and page number(s). Material taken from other authors that is paraphrased must also include source information. Plagiarism software will be used to ensure the originality of the students' writings. Noncompliance with these requirements constitutes plagiarism and is grounds for a failing grade and other sanctions.

## Assignments

### Discussion Boards

There will be \_\_ discussion topics, to which you are required to respond. For each discussion prompt, you are expected to create at least one original post, and to respond to at least two threads of other students. Respectful disagreement with other students is allowed; indeed, healthy debate is encouraged. However, disrespectful, inflammatory, judgmental, or rude language will not be tolerated. You must also use proper grammar and spelling. You do not have to adhere to a highly formal tone, but emojis, “text-lish” and other invented spellings are not allowed. The grading rubric for each discussion board will be found on Canvas.

### Quizzes and exams

Quizzes in this course are open-book, but there will be a timer. The timer will continue running once you begin the quiz, even if you close your browser. Once the timer runs out, you will not be able to get back in, so make sure you are completely ready before you begin. You will be unable to start the quiz after the due date has passed, and there will be no late extensions for any reason. Canvas will not let you take the quiz on a mobile device; you must use a fully-featured computer or laptop.

### Final Paper

There will be a final paper due at the end of the term. You are expected to write 8-10 pages of content, and support your work with at least three quality references. A quality reference is a peer-reviewed journal article, or professionally published book. Online or crowd-sourced articles are not high enough quality for this paper. You will use the formatting style of the 6th edition of the American Psychological Association (APA). Further description of the paper is located in the course. For assistance with writing in APA format, see Publication Manual of the American Psychological Association, Sixth Edition. Some online tutorials can be found at www.apastyle.org.

# Course Policies

## Communicating With the Instructor

**Look for the answer first.** This course uses a "Three Before Me" policy for student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer ***before*** contacting your instructor:

1. Course Syllabus
2. Announcements in Canvas
3. The Community Forum

**Where to post your questions.** If you cannot find an answer to your question, and it is a question of a *general nature* (such as clarification on an assignment, or where to find something in Canvas, for example) please post your question to the Community Forum. This Forum can display your questions and answers for the benefit of all students. Students can answer each other’s' questions here, too. Your instructor will post answers on the Community Forum within 1 business day.

If your question is *specific to your situation* (such as asking about your grades, for example), then you should send an email to your instructor personally.

This policy will help you in potentially identifying answers before your instructor can get back to you, and it also helps prevent your instructors from answering similar questions or concerns multiple times.

**Announcements and emails from your instructor.** Whenever your instructor posts an announcement, Canvas will automatically send you an email. Your instructor may send you a private email message occasionally, as well, concerning specific issues. ***ASU e-mail*** is the official means of communication among ASU's students, faculty, and staff. ***All instructor correspondence will be sent to your ASU e-mail account.*** Forwarding emails to and from your ASU to a different account is not recommended. Students are expected to ensure that their ASU e-mail is accessed, read, and acted upon in a regular and timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned e-mail on a regular basis.

## Grade Appeals/Grievance Procedure

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the University Policy for Student Appeal Procedures on Grades (<https://catalog.asu.edu/appeal>).

## Student Conduct

**Netiquette**. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. The instructor may delete inappropriate discussion board messages. Students may be notified privately that their posting was inappropriate. If necessary, a student may be withdrawn for disruptive behavior with a mark of W or E. The Office of Student Rights and Responsibilities accepts incident reports from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

**Academic Integrity**. ASU expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Students are expected to adhere to the ASU Academic Integrity policy (<http://provost.asu.edu/academicintegrity>).

[Plagiarism](https://provost.asu.edu/academic-integrity/resources/students#avoiding-plagiarism) is strictly prohibited.  Students must refrain from uploading or submitting material that is not the student's original work to any website, course shell, or discussion used in this course or any other course unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement and impose sanctions as listed below. Anyone in violation of this policy is subject to sanctions. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. Please refer to university policies regarding these matters and other courses of action that may be taken.

**Copyrighted Materials.** All content in this course, including video lectures, presentations, assignments, discussions, quizzes, and exams, is protected by copyright and may not be shared, uploaded, sold, or distributed.

## Drop and Add dates/Withdrawals

There is a *limited* timeline to drop or add the course (https://students.asu.edu/academic-calendar). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies:

* Withdrawal from Classes (http://www.asu.edu/aad/manuals/ssm/ssm201-08.html)
* Medical/Compassionate Withdrawal (http://www.asu.edu/aad/manuals/ssm/ssm201-09.html)
* Grade of Incomplete (http://www.asu.edu/aad/manuals/ssm/ssm203-09.html)

## ASU and Related Professional Policies

Students are responsible for reviewing and complying with all ASU policies, including the following:

* Academic Integrity Policy: http://provost.asu.edu/academicintegrity/policy
* Student Code of Conduct: http://students.asu.edu/srr/code (click on ABOR Student Code of Conduct)
* Computer, Internet, and Electronic Communications Policy: http://www.asu.edu/aad/manuals/acd/acd125.html
* Accommodations for Religious Practices: http://www.asu.edu/aad/manuals/acd/acd304-04.html

# Student Success

This is an online course. To be successful:

* Check the course **daily**, to stay in touch with the material and activities
* **Read announcements**! This is the only way your instructor can update you on course information.
* Create a **personal organization system** to keep track of due dates specified. (Canvas's calendar may be able to help, if you like this format.)
* **Communicate regularly** with your instructor and peers
* **Create a study and/or assignment schedule** to stay on track. This is an online course, and you must be very self-motivated to stay on track and not get behind. As mentioned before, please expect to spend approximately \_\_ hours a week preparing for and actively participating in this course.
* Set aside **regular times** in which you can do your classwork with minimal interruptions or distractions.  Avoid multi-tasking while doing online studying.  Treat this with the same respect as you would a face-to-face class environment.
* **Copy and paste discussion board posts into a text document** on your personal computer before submitting them. Technical glitches in Canvas, while rare, do happen, and it is frustrating to lose hours of work.
* Learn about and use the student resources available to you!  You can get free assistance from the ASU Library, IT Support, the Writing Center, and more.
* For additional information, tips, and resources, visit the resources for students learning online at http://succeedonline.asu.edu/

## Supports available to you

### Writing Center

Students are encouraged to access the writing center for free assistance with their papers. ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Students who use the writing center for help with their papers tend to earn higher grades than those who do not. Free online writing tutoring is available at <https://tutoring.asu.edu/online-tutoring>.

### Accessibility

Every effort has been made to ensure that this online course meets the accessibility standards of Section 504, and the W3 Consortium. Should you require additional support, please contact the Disability Resource Center. It is important to register with them as soon as possible, so there is time to access the services needed.

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Centers (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support services and accommodations (http://www.asu.edu/aad/manuals/ssm/ssm701-01.html). Eligibility is based on qualifying disability documentation and assessment of individual need.

The DRC will make every effort to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact the Disability Resource Center (DRC):

**Website:** <http://www.asu.edu/studentaffairs/ed/drc/>
**Phone**: 480-965-1234 (Voice)
480-965-9000 (TTY)

### Technical Support

For technical assistance 24 hours a day, 7 days a week, please contact the University Technology Office Help Desk:

**Phone:** 855-ASU-5080 (855-278-5080)
**Web:** links.asu.edu/myasuservice

For information on systems outages see the ASU systems status calendar, please visit http://syshealth.asu.edu/ and <http://systemstatus.asu.edu/status/calendar.asp>

# Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. Please remember to check your ASU email and the course site often.

# Assignment Schedule

All assignments are due by **11:59** pm, Arizona time, of the date listed. You are responsible for calculating the time zone difference between Arizona and wherever you live. Note that Arizona does not observe Daylight Savings.

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **MODULE**  | **POINTS**  | **DUE DATE**  |
| [insert dates] | COURSE ORIENTATION  |
| Readings: * Syllabus
* Home Page in Canvas
* Orientation Module in Canvas
 | -- | -- |
| Syllabus agreement  | NA  | MM/DD |
| Introduce Yourself to the Class  | ##  | MM/DD  |
| [insert dates] | Module 1: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 2: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 3: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 4: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 5: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 6: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 7: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 8: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 9: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 10: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 11: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 12: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 13: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |
| [insert dates] | Module 14: TOPIC(S)  |
| Readings:  | -- | -- |
| Assignment  | ##  | MM/DD |
| Assignment  | ##  | MM/DD  |