Enter the appropriate college. (Example: College of Arts and Sciences)

Enter the appropriate department. (Example: Department of Mathematics)

Enter course code and course number. (Example: MATH-1100)

Enter course title. (Example: Probability and Statistics)

Enter course section. (Example: Section 001)

Enter current semester. (Example: Spring 2019)

# **Syllabus**

## **Contact Information**

**Instructor:** Instructor name.

**Email:** Instructor’s official ETSU email address.

**Phone:** Instructor phone number. Include mobile number if appropriate.

**Office:** Office building and room number, if applicable.

## **Instructor Availability**

Indicate hours and preferred method of contact as well as an estimated timing of the instructor's response. (e.g. 24 hours, 48 hours on weekends, etc.)

## **Online Course Information**

Insert information about the location of the course material. In an online course, this will usually be entirely online through the campus learning management system (D2L). Include details on any scheduled on-campus or synchronous meetings that are required.

Include information about the consistent schedule of each module. For example, course material for each module will be available on each Monday and assignments due by midnight on Friday.

# **Course Information**

## **Credit Hours**

Enter the number of credit hours for the course.

## **Course Description and Purpose**

Insert course description from the University catalog, including any section-specific information that is applicable.

## **Course Goals**

Enter the broad intent or desired outcomes of the course. Specific steps to reach these goals should be included in the course objectives section below.

## **Course Objectives**

Enter course objectives describing the outcomes in terms of specific and measurable actions, capabilities, or skills students will be able to perform through course activities/experience at the end of the course. Official course objectives are generally part of the course approval through the Curriculum Process System.

Example:

1. Given a lesson regarding the A, B, C, D method for writing objectives, the student will identify and define 4 major components of a well-written objective.
2. Following the session on learning objectives, the student will be able to formulate original learning objectives using the appropriate action verb and the four major components of well-written objectives.

## **Major Topics**

List the broad, primary topics the course will cover with a brief summary.

# **Course Requirements**

## **Textbooks and Readings**

Insert a detailed description of the reading material expected for the course. Enter the complete textbook citation, including the ISBN and information about where students can buy or access the text. Include a picture if possible as well as relevant options such as electronic versions or required supplemental tools like CDs or publisher website keys that might be required.

## **Technical Requirements**

Supply a description of any special course requirements, such as knowledge of specific software, and why it is necessary for successful completion of the course. Include software required to access course material or submit assignments such as Microsoft Word, SPSS, etc. Also include any hardware requirements for the course such as cameras, lab equipment, etc.

# **Course Policies and Expectations**

## **Classroom and Communication Policies**

### Email Communication

Insert email and general communication guidelines with clear requirements for students to use their official ETSU email accounts. The ETSU email policy requires all faculty communication with students regarding ETSU business be conducted via the official ETSU email account.

### Attendance and Participation

Insert a thorough course attendance policy. For online courses, recommended information includes expectations that students are to be consistently active in the online course site. Examples can include frequency of checking D2L (i.e. you should login to D2L and check discussions, news, etc. at least 3 times a week), and other participation requirements through the D2L discussion board, synchronous meetings, chat boards, field work, clinical assignment, etc. Include details on how you define attendance in the online environment.

### Online Course Ground Rules

Insert a statement about expected behavior in an online environment, including respectful and ethical participation and communication. For example:

* **Email**
	+ Always include a subject line.
	+ Always include a proper greeting and use proper grammar when composing an email.
	+ Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
	+ Use standard fonts.
	+ Respect the privacy of other class members.
* **Discussion groups**
	+ Review the discussion threads thoroughly before entering the discussion.
	+ Try to maintain threads by using the "Reply" button rather than starting a new topic.
	+ Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others’ 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.

## **Assignments and Submission Guidelines**

Enter a broad description of all assignments.

Recommend including information such as how assignments should be submitted, in what format and using what tool or method (for example, the dropbox tool or the discussion board). Information such as how quality will be assessed, what feedback can be expected and how and when such feedback can be accessed. Other helpful information may include whether the assignment is group or singular work, templates, examples, etc. More detailed information can be included in the appropriate module, topic or week in the content tool of D2L.

## **Testing Policy**

If quizzes or tests are required, specify appropriate details such as how they will be taken, including what resources will be available such as textbooks, notes, calculators, etc.

If tests will be given electronically, include information on proctor requirements, retesting policies and recommended actions if the software, computer, or internet connection exhibit problems.

## **Late and Missing Submission Policy**

Specify consequences for late or missing work, including grade penalties, communication expectations, and other applicable details.

## **Grading Policy**

Enter a statement detailing how grades for the course will be calculated, including the percentage or point value allotted to graded assignments. Include any extra credit options, if available, and the circumstances under which they are available to students.

Also include the grading scale for the course.

## **Course Schedule**

Enter a sequential list of major topics, assignments and projects with due dates. (Developer’s note: choose the “plus” in the bottom-right corner to add another row.)

# Student Services and Technical Resources

## **Student Services**

The ETSU Services webpage includes a comprehensive list of services available to all ETSU students.

### Academic Accommodations for Students with Disabilities

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University’s commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. Visit the Disability Services webpage for more information.

## **Technical Resources**

### **Help Desk**

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the Help Desk website, call, email, or stop in to see them on the first floor of the Sherrod Library. Phone: 423-439-4648 Email: itshelp@etsu.edu

### Desire2Learn (D2L) Online Help

Many answers to D2L related questions can be found on the D2L Help Student Home. If you are still having trouble finding what you need, contact the Help Desk.

### Microsoft Office Software

Microsoft Office productivity applications, including Word, PowerPoint, Excel, OneNote, and more, are available free for students through the University’s Office 365 campus agreement. For instructions on how to obtain the software, see the Office 365 page of the ITS Help Desk website.

### Turnitin Plagiarism Detection

Turnitin is a plagiarism detection service available to students and faculty at ETSU. This tool compares student written work against a comprehensive database of other work as well as various internet sources. Faculty may employ this service for some or all written assignments, in order to help students learn to cite sources accurately and to ensure academic integrity. Learn more on the Turnitin home page.

### ETSU Technical Resources

Many other technical resources can be found on the Online Help webpage.

# **University Information**

## **Syllabus Attachment**

The ETSU syllabus attachment includes important material such as permits and overrides, advisement, hours, dates and other ETSU information.

## **ETSU Catalogs**

Current Undergraduate Catalog

Current Graduate Catalog