**** COURSE TITLE AND COURSE NUMBER

Semester and Year

Schedule Number (unless suppressed)

# COURSE INFORMATION

Class Days:

Class Times:

Class Location:

Instructor:

Phone:

Email:

Office:

Office Hours (and by appointment)

# Course Overview

Please describe the purpose and scope of the course including, but not limited to:

* Description from the Official Course Catalog
* Description of course Scope and Purpose
* Student Learning Outcomes
* Real Life Relevance
* Relation to Other Courses

# Enrollment Information

Please include information about enrollment for the course including, but not limited to:

* Prerequisites
* Adding/Dropping Procedures

# Course Materials

Please provide information about the materials for the course including, but not limited to:

* Required Materials (including all acceptable text editions)
* Recommended Materials

Options for Accessing Course Materials (e.g., SDSU Library Circulation/Course Reserves)

Materials include textbooks, course readers, iClicker, etc. Please be as specific as possible when listing materials.

# Course Structure and Conduct

Please provide information about the structure of the course including, but not limited to:

* Style of the Course (e.g., Traditional Lecture, Lecture-Discussion, Distance Education (fully Online), Hybrid, Activity, Seminar, etc.)
* Individual and Group Activities Required (e.g. Individual Projects, Group Projects, etc.)
* Technology Utilized in the Course (e.g. iClicker, Blackboard, Other Course Management Systems, etc.)

# Course Assessment and Grading

Please explain how the course will be assessed and graded by including, but not limited to:

* Approximate Due Dates for any Major Assignments or Exams
* Scored activities and weighting by percentage of total score (e.g. Exams, Quizzes, Participation, etc.)
* Grading Scale
* Excused Absence Make-up Policies

# Academic Honesty

The University adheres to a strict [policy regarding cheating and plagiarism](http://go.sdsu.edu/student_affairs/srr/cheating-plagiarism.aspx). These activities will not be tolerated in this class. Become familiar with the policy and what constitutes plagiarism. Any cheating or plagiarism will result in failing this class and a disciplinary review by the University. These actions may lead to probation, suspension, or expulsion.

Examples of Plagiarism include but are not limited to:

* Using sources verbatim or paraphrasing without giving proper attribution (this can include phrases, sentences, paragraphs and/or pages of work)
* Copying and pasting work from an online or offline source directly and calling it your own
* Using information you find from an online or offline source without giving the author credit
* Replacing words or phrases from another source and inserting your own words or phrases
* Submitting a piece of work you did for one class to another class

# Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to [Turnitin.com](http://turnitin.com/) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to www.turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

# Technical Support for Blackboard

Student support for Blackboard is provided by the Library Computing Hub, located on the 2nd floor of Love Library. They can be reached at 619-594-3189 or hub@mail.sdsu.edu

# Texts and materials [example from a Methods of Inquiry course]

## Required Texts

Leedy, P. D., & Ormrod, J. E. (2005). *Practical Research.* (8th ed.) Columbus, OH: Pearson Publishing.

To take the quizzes, go to the [Book Website](http://www.placeholder.com) Chapter Overviews, Self- Assessment, Web Destinations, & Checklists

Salkind, N. J. (2004). *Statistics for people who (think they) hate statistics.* (2nd ed.). Thousand Oaks, CA: Sage Publications.

You can also buy the textbook or the electronic version of this book from the Aztec Bookstore. Sellback policies may vary. Other book retailers include: bigwords.com or Amazon.com

## Optional Texts

Publication Manual of the American Psychological Association, 6th ed. Washington, DC: American Psychological Association, 2010.

Bourque, L. B., & Fielder, E. P. (2003). *How to conduct self-administered and mail* *surveys.* (2nd ed.). Thousand Oaks, CA: SAGE Publications.

Blake, G., & Bly, R. W. (1993). *The elements of technical writing.* New York: Macmillan.

or Pearsall, T . E. (2001). *The elements of technical writing* (2nd ed.). Boston: Allyn and Bacon.

*The Tao of Statistics.* SAGE Publications.

[Purdue Online Writing Lab: APA Style](https://owl.english.purdue.edu/owl/resource/560/01)

[Addition Online Resources Placeholder](http://www.placeholder.com)

# Course Schedule [example from an Ethics course]

Table 1 - Course Schedule with Date, Activity, and Assignment

| Date | Activity | Assignment |
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# Success in an Online Course

This online course offers the advantage of learning anyplace and anytime. Despite this flexibility, to succeed in the online learning environment students should keep in mind the following requirements:

* A computer - PC or Mac - with a stable Internet connection. Higher speed Internet connections (cable modem, DSL) are strongly recommended.
* Basic computer skills - email, surf the Internet, and create basic word processor files.
* Microsoft Office 2010, or higher (Must include Word and PowerPoint).
* A reliable email address that will not change from the beginning until the end of the semester.
* A "technology back-up" plan. Students should plan out an alternative location to do assignments and quizzes in the event their computer or Internet connection is not working!
* Time. Distance learning courses require as much time as traditional (classroom) instruction. The primary difference is that online instruction allows flexibility.
* Self motivation. Online students must be "self starters" and have the ability to work with a minimum of supervision. Students who procrastinate are rarely successful in distance learning courses.

Students are also required to:

* Make use of the online course materials available via Blackboard. Access to these materials is available once you have registered to the course.
* Participate in asynchronous online discussions.
* Complete readings and assignments by the dates indicated on the syllabus.
* Check email on a daily basis.

# Description of the course environment [example from an online course]

The projects for the course are described thoroughly in class and in handouts and models. Students are encouraged to develop a timeline for the semester for accomplishing the tasks required.

Participation in online activities, including video analyses and threaded discussions, take place on [Blackboard](http://blackboard.sdsu.edu) (http://blackboard.sdsu.edu).

Threaded discussions and video analyses require synthesis of course readings, video information, classroom experience and interaction with peers and instructors. See the discussion rubric, attached.

# Estimated time commitment [example from a Learning Design & Technology course]

Table 2: Module and Estimated Hours

| Module | Estimated hours |
| --- | --- |
| 1. The SITE Model: Learners in Context | 1 |
| 2. Functional Context Education | 3 |
| 3. Prism of Perspectives | 2 |
| 4. Prepare for Exam | 1 |
| 5. Using a Design Notebook | 1 |
| 6. Cognitive Task Analysis | 3 |
| 7. Developing System Specifications | 2 |
| 8. Lesson Design: Classifying Instructional Outcomes | 2 |
| 9. Lesson Design, Part 2 | 2.5 |

# Guidelines for students' participation [example from an online course]

In calculating each student's participation points, the instructor will take into consideration the following:

* Total number of hours logged
* Total number of log-ins
* E-mail activity (number of emails initiated, number of emails replied to)
* Total number of discussion forum posts
* Peer evaluation results

At the end of the course, students will be ranked from first to last for each category (i.e. worst to be.st). The number of participation points allocated will then be based on each student's overall relative ranking score.

# How to participate in the course [example from an Eastern Religions course]

This is not a do-it-yourself, work-at-your-own-speed course. Philosophy involves many difficult concepts and we need to bounce ideas off of each other in order to begin to understand those concepts. That means we, as a class, need to stay together from week to week so we are all studying the same material. At the same time I recognize work and family schedules make it difficult to devote two hours each day to the course.

Here's the compromise: New course materials will be released Mondays and Thursdays each week, and all assignments for the week must be completed by the following Monday morning at 8am Pacific Time. The course will not be as effective, however, if you wait until Sunday to do all the work. Try to log in every day, at least for a few minutes, and make the required postings and take the quiz experiences and do the short writing assignments (as they become available) throughout the week.

The bottom line is that I want us all to stay together and track with the same material as it would be taught in a face-to-face class from week to week. Course materials will not be posted in advance, and you'll have only a limited time to make up missed work. If you get too far behind you might find it better to withdraw and take the course on campus; that's preferable to a mad scramble at the end to cram in all the reading and writing and posting assignments.

Let me know how you're doing. Send me an email if you're facing difficulties and together let's see what we can work out!

# Netiquette

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect one another.

Use appropriate language for an educational environment:

* Use complete sentences
* Use proper spelling and grammar
* Avoid slang and uncommon abbreviations
* Do not use obscene or threatening language

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. Find SDSU’s netiquette guidelines at this link: <http://its.sdsu.edu/learning-management-system/student-netiquette>. For more information about Netiquette, see [The Core Rules for Netiquette](http://www.albion.com/netiquette/corerules.html) by Virginia Shea.

# Interacting with me [example from an Eastern Religions course]

I'll try to respond within 24-48 hours to emails sent me from within Blackboard. For quick questions, the turnaround time may be much shorter. (If Blackboard is not working or for non-course-related communications, write to me using my outside email address: soandso@maxinet.com.)

For questions that involve, say, the clarification of a philosophical concept, you may want to call me in my office at (530) 895-2973. My message phone works most of the time, but email is to be preferred. My regular office hours are MW 2-3pm and TTH 11am-12pm Pacific Time.

# Students with Disabilities

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Student Ability Success Center at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact the Student Ability Success Center as soon as possible. Please note that accommodations are not retroactive, and that I cannot provide accommodations based upon disability until I have received an accommodation letter from Student Ability Success Center. Your cooperation is appreciated.

**Starting Fall 2019 all accommodated exams will be booked through SASC Connect, an online portal for Student Ability Success Center. Paper booking forms will not be accepted.**

# Student Services:

A complete list of all academic support services is available on the [Academic Success](http://go.sdsu.edu/student_affairs/academic_success.aspx) section of the [SDSU Student Affairs](http://go.sdsu.edu/student_affairs) website.

For help with improving your writing ability, the staff at the SDSU [Writing Center](http://writingcenter.sdsu.edu/) is available in person and online.

[Counseling and Psychological Services](http://go.sdsu.edu/student_affairs/cps/Default.aspx) offers confidential counseling services by licensed psychologists, counselors, and social workers. More info can be found at their website or by contacting (619) 594-5220. You can also Live Chat with a counselor <http://go.sdsu.edu/student_affairs/cps/therapist-consultation.aspx> between 4:00pm and 10:00pm, or call San Diego Access and Crisis 24-hour Hotline at (888) 724-7240.

# Proctored Online Exams

Online exams and quizzes in this course may require proctoring in-person or online. All students must review the syllabus and the requirements for proctoring to determine if they wish to remain in the course.

Students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. In some instances, students may be required to grant desktop-level permission to the instructor or online proctors to ensure the academic integrity of their exam.

The University library offers secure settings for test taking and students with concerns may discuss the location of an appropriate space for the recordings with the instructor.

Students should also ensure that they have a high-speed internet connection (preferably wired, or a wireless network not shared by many users). Please be aware that heavy Internet traffic might slow down or otherwise interfere with your connection if you are using a public or workplace wireless connection. If you must use public or workplace Internet access, please test your computer at the same time of day that you will take your exam.

Additional setup information will be provided by your instructor prior to taking the proctored exam. If you have any questions about taking a proctored exam, please contact your instructor prior to the day of the exam.

# Exam and Quiz Instructions

[Be sure to adapt these instructions based on the settings you choose under Blackboard’s Edit the Test Options (such as whether you are prohibiting backtracking).]

REMINDER: The best browser for Blackboard is Firefox. There are known problems with using other browsers to take tests and quizzes in Blackboard. [Download Firefox for free](http://www.mozilla.com/en-US/): http://www.mozilla.com/en-US/

## Suggestions for successful completion

* Choose the best answer, then click the little arrow on the bottom right to advance to the next question.
* Test must be completed the first time it is launched.
* Do not resize or refresh the browser window while taking the exam. Be aware that going onto another browser tab or window will close out the exam. In other words, do not change screens during the assessment.
* You can't go backwards. If you attempt to do so the exam will crash. Be sure of each answer before submitting it and moving on.
* If you have trouble for some reason email me (\_\_\_\_\_@mail.sdsu.edu) immediately with an explanation of what happened. I will view your exam attempt. Please avoid having to do this by following all the previous instructions.

Upon completion of the exam click on "Save and Submit" and check your score. Then go to "My Grades" to be certain the score has been recorded. If your score has not been recorded in "My Grades" you must contact me immediately via email.

# Exams and Assignments [example from an Eastern Religions course]

Number, Description, Points Each, Total Points

## 14 Online Quiz Experiences@ 10 points each = 140 points

Based on textbook, course packet, and online course materials (including my comments on discussion topic postings). Open notes, two tries, timed (15 minutes each try). 28 Twice-Weekly Online postings @ 10 points each = 280 points

Each “posting” includes an original comment on the assigned topic and at least one substantive response to another student’s comment. Once the discussion topic is locked no further comments may be added (though they may be read). I may assign students throughout the semester to read a group of postings and summarize the discussion in an additional posting.

## 1 Microtheme (500 words) due through Blackboard @ 500 points = 500 points

See the online course calendar for the due date. In 500 brilliant words, which I'll grade for grammar, spelling and content, you'll discuss how Hinduism, Buddhism, Confucianism, and Taoism view ordinary human desires. You'll select (and explain) an appropriate quotation, drawn from the works presented In the text, for each of the traditions. (You'll be submitting a rough draft, which I will return with comments, ungraded, to help In preparing the final Microtheme.)

## 10 weekly short answer writing assignments on WebCT @ 20 points = 200 points

You'll respond to a question dealing with the current assigned reading in one or two brilliantly written paragraphs.

3 objective unit exams @ 25 points for Hinduism, 25 for Buddhism, 30 for the Chinese worldview (Confucianism and Daoism) = 80 points

Based on textbook, course packet, and online course materials. Open notes, one try, timed (60 minutes).

## 3 collaborative writing projects @ 100 points = 300 points

You and two others will work together on writing a short essay on a series of three “think pieces” dealing with Eastern philosophy. The same grade will be given to each of the three participants (the number of participants may vary depending on the size of the class).

## TOTAL POINTS = 1500

# Student Privacy and Intellectual Property

Students maintain intellectual property rights to work products they create as part of this course unless they are formally notified otherwise.

Blackboard Grade Center is used to assure privacy of student grades and feedback on individual assignments unless students have granted written waivers.

Students will be notified at the time of an assignment if copies of student work will be retained beyond the end of the semester or used as examples for future students or the wider public.

# Copyright Policy

SDSU respects the intellectual property of others and we ask our faculty & students to do the same.

It is best to assume that any material (e.g., graphic, html coding, text, video, or sound) on the Web is copyrighted unless specific permission is given to copy it under a [Creative Commons License](http://creativecommons.org). More information about the use of copy written material in education as part of the [TEACH Act](https://www.provost.ncsu.edu/copyright/toolkit/) and [Copyright Fair Use Guidelines](http://fairuse.stanford.edu/). Whenever possible, you should attribute the original author of any work used under these provisions.