



Course Name: Sample Course

Course ID: SAMPLE 101

Semester: Spring 2020

Mode: Online

Instructor:	Professor Jane Smith
Email:	Course Messages OR mycourseshelp@umassd.edu
Phone:	508-999-8505
Office Hours:	Monday - Friday 8am-5pm

Class Schedule, Office Hours and Location

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Weekly start - Online					

Course Description

Course Description: This is where you would see a description of your course. It is generally the same as what is in the Course Catalog.

Prerequisite: None.

Course Credits: This is where you would see how many credits a class is worth.

Text: Use the information you find here to purchase your textbook.

Required Materials:

- A working computer with access to the internet.
- The required textbook noted above.
- Your instructor may include additional materials based on the needs of the course.

Course Objectives

Course Objectives: In this space, you would see the objectives for your course. You can expect to see measureable objectives that clarify what you, the student, will be able to do after navigating through and engaging with, your course content and peers.

Communication Plan

Here is where your instructor will give you their communication preferences and expectations. The bullet points below are samples of what you might find on your syllabus:

- Please use email ***ONLY*** when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.
- I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the work week. You ***may*** get an email reply during the weekend, but that would be an exception not the rule.
- I will also check the discussion forums daily during the work week. I will post often during the first weeks of the course and then drop off in Activity while expecting participants to fill any void. Rest assured however, I ***will*** be participating in what I hope will be lively discussions and will ***always*** reply to any discussion comment directed specifically at me.

https://mycourses.umassonline.net/bbcswebdav/courses/UMD_Advanced_Training/Module%202/sample%20communication%20guidelines.htm

Time Considerations

Students should be prepared to spend a minimum of 3 hours a week on reading and on course assignments. While you may feel that I'm displaying a lot of information to you on a weekly basis remember that in a traditional "live" course you would be coming to class for 3 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In our online course environment my expectation is that you will be spending those 3 "class hours" on your own, working on the concepts that you would usually get in a live lecture. Please be sure to budget your time accordingly!

The Online Weekly Schedule

The biggest differences you will notice between a traditional face-to-face course and courses that take place primarily or exclusively online revolved around time management. While a face-to-face course follows a regimented schedule where the class meets at specific times in a particular location on a regular basis, online courses do not. In most cases, this means online courses can be flexible and accommodating of your schedule, but it also means you are held more accountable for how you spend your time.

Good time-management skills and self-motivation are required to ensure success in online courses. You will need to pay attention to your instructor's expectations for when and how you will participate in your course online. Below is a **sample** schedule:

Electronic weeks begin on Monday and ends on Sunday.

Day 1 – Monday: Visit course site and note any announcements. Plan your time accordingly.

Day 2 – Tuesday: Complete required weekly reading and respond in the discussion forum.

Day 3 – Wednesday: Reply to your peers' discussion posts.

Day 4 – Thursday: Review for weekly quiz

Day 5 – Friday: Take weekly quiz

Day 6 – Saturday: Begin required weekly reading for the following week.

Day 7 – Sunday: Continue required reading and note any assignments for the upcoming week.

Substantive Participation:

Many online instructors will specifically ask for “substantive participation” to earn full credit in an online course, much like they would in a face-to-face class. Your instructor will expect you to actively participate in the online course in a way that adds to the discussion and illustrates that you are learning and you are also able to express opinions and ideas about the course materials.

Substantive participation should:

- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer's comments
- Challenge comments in class, including those of the facilitator
- Ask insightful questions
- Answer other people's questions
- Exemplify the point with real-life events, when possible
- Make comments that are relevant to the course content and objectives

Ideas for substantive participation include:

- Share an experience that is related to the discussion. Comment on other participants' experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week's reading
- Discuss a work issue that is related to the course or discussion and ask for feedback
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life
- Share another resource such as Web links, books, etc. that you have used to answer other participants' questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page)

Methods of Instruction

Remember, methods of instruction, grading, and late policies are at the discretion of each instructor. The grade breakdown below is only a **sample**.

Evaluation and Grading Breakdown:

- | | |
|----------------------------------|-----|
| • Class participation/attendance | 20% |
| • Student ePortfolio | 35% |
| • Final written submission | 15% |
| • Visual presentation | 15% |
| • Group assignment | 15% |

Late Assignments

In this space, your instructor would explain their policy on late assignments along with any repercussions for handing in an assignment late.

Attendance Policy

In this space, you can expect to see your instructor's policy on attendance along with any consequences that result from violation of the attendance policy.

Incomplete Policy

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

<http://www.umassd.edu/nfi/teachingandadvising/coursesyllabus/sampleincompletestatement/>

Student Academic Integrity Policy

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be

found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.

Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

****For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy at the link below.***

<http://www.umassd.edu/studentaffairs/studenthandbookintroduction/studentconductpolicies/academicintegritypolicy/>

Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the [Center for Access and Success](#). The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Liberal Arts, Room 016; phone: 508.999.8711.

<http://www.umassd.edu/dss/>

Resources

Links to all student resources can be found at:

<http://www.umassd.edu/extension/studentresources/>

Tutoring

If you are having difficulty with the class please:

- Post a message on the Discussion Board – be sure to use your classmates for troubleshooting and problem solving.
- Make an appointment to come in and meet with me during my office hours.
- Contact the Academic Resource Center (ARC) for support:

Academic Resource Center, Liberal Arts – Room7

Phone: 508.999.8708, Fax: 508.910.6404

Technical Help

If you are in need of technical assistance, please visit the link below for a list of technical support resources.

<http://www.umassd.edu/extension/technicalresources/>

Students living in the Residence Halls may also contact the Residential Technology (ResTech) Support Center:

Visit [ResTech](#) in Elmwood Hall, lower level

Call the ResTech Help Line at 508.999.8040 (x8040)

Schedule

This is where you would see your assignments and exams for the semester. It can also act as a roadmap of what you will learn in your course.

Week/Date Beginning	Unit of Instruction Topic	Responsibilities
Week 1		Reading: Activity: Evaluation:
Week 2		Reading: Activity: Evaluation:
Week 3		Reading: Activity: Evaluation:
Week 4		Reading: Activity: Evaluation:
Week 5		Reading: Activity: Evaluation:
Week 6		Reading: Activity:

		Evaluation:
Week 7		Reading: Activity: Evaluation:
Week 8		Reading: Activity: Evaluation:
Week 9	SPRING BREAK	NO ASSIGNMENTS
Week 10		Reading: Activity: Evaluation:
Week 11		Reading: Activity: Evaluation:
Week 12		Reading: Activity: Evaluation:
Week 13		Reading: Activity: Evaluation:
Week 14		Reading: Activity: Evaluation:
Week 15	Final	Due: