**NOTE to prospective students:** This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course Canvas site for enrolled students and may be more current than this sample syllabus.

**Note to instructors:** Orange text is provided as a guide for you. When you return your generic syllabus for posting in the schedule of classes, please ensure that all text is in black font. Return your generic syllabus to [Ecampus Syllabi](mailto:Ecampus.Syllabi@oregonstate.edu?subject=Sample%20Syllabus).

Please refer to the University’s [minimum requirements](http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#116) for course syllabi as a reference.

Course Name:

Course Number:

Credits:

# Course Description

Official course description from [OSU course catalog](http://catalog.oregonstate.edu/Default.aspx)**,** including co- and pre-requisites.

# Course Credits

Include the number of hours the course meets per week/term in lecture, recitation, laboratory, etc. In the case of online courses, please comment on the number of hours on average that students will interact with course materials. For example, “This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits.”

# Technical Assistance

If you experience any errors or problems while in your online course, contact 24-7 Canvas Support through the Help link within Canvas.  If you experience computer difficulties, need help downloading a browser or plug-in, or need assistance logging into a course, contact the IS Service Desk for assistance. You can call (541) 737-8787 or visit the [IS Service Desk](https://oregonstate.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=Dr9c0T7BaSI_) online.

# Learning Resources

Textbooks, lab kits, streaming media, course packets, microphone, required software, etc.

**Note to prospective students**: Please check with the OSU Bookstore for up-to-date information for the term you enroll ([OSU](http://osubeaverstore.com/Academics) Bookstore Website or 800-595-0357). If you purchase course materials from other sources, be very careful to obtain the correct ISBN.

# Canvas

This course is delivered via Canvas, where you will interact with your classmates and your instructor. You will access the learning materials within the course site, such as the syllabus, class discussions, assignments, projects, and quizzes. To preview how an online course works, visit the [Ecampus Course Demo](http://ecampus.oregonstate.edu/coursedemo/). For technical assistance, please visit [Ecampus Technical Help](http://ecampus.oregonstate.edu/services/technical-help.htm).

# Measurable Student Learning Outcomes

What will students learn in your course and how you will verify this learning? See [Student Learning Outcomes](http://oregonstate.edu/admin/aa/apaa/outcomes-student-learning-outcomes-for-courses-and-degree-programs) for a definition and instructions.

# Bacc Core / Slash Course / WIC

If your course is Bacc Core or WIC, the syllabus must explain what students will learn in your course related to the Bacc Core / WIC requirement it fulfills. If your course is not Bacc Core or WIC, please delete this section.

These course types meet special graduation requirements for all students. As such, courses in these categories ***must*** include the specific learning outcomes relevant for the course’s category and a brief explanation of how those learning outcomes will be assessed in the course. Note that Faculty Senate committees audit syllabi for courses in these categories periodically.

* [Baccalaureate Core](http://oregonstate.edu/admin/aa/apaa/baccalaureate-core-bacc-core)

Successful completion of this course partially fulfills OSU’s Baccalaureate Core course requirements in the [Skills; Perspectives; Difference, Power and Discrimination; Synthesis] category under [subcategory].

* [Slash Courses](http://oregonstate.edu/admin/aa/apaa/slash-courses)

For 4XX/5XX courses, please list appropriate distinctions in outcomes between the 4XX undergraduate and 5XX graduate versions of the course. The graduate version of the course must have distinct learning outcomes, usually in addition to the undergraduate outcomes; furthermore, the different learning outcomes should be accompanied by appropriate differences in instructional opportunities and evaluation procedures.

* [Writing Intensive Course (WIC)](http://wic.oregonstate.edu/)

Explain how your course fulfills WIC guidelines. Use student writing as a significant approach to learning that involves regular and frequent opportunities to write, including both graded and ungraded writing (at least 5,000 words); a paper (at least 2,000 words) that addresses a controversial question requiring integration of information from more than one source; and a significant part of the overall course grade based on evaluation of writing.

# Evaluation of Student Performance

Describe how the learning outcomes will be measured (exams, projects, discussions, etc.)

* Discussions – 100 points
* Quizzes – 200 points
* Class Project – 100 points
* Labs – 100 points
* Homework – 100 points
* Midterm Exam – 200 points
* Final Exam – 200 points
* Total – 1000 points

## Letter Grade

| **Grade** | **Percent Range** |
| --- | --- |
| A | 94-100 |
| A- | 90-93 |
| B+ | 87-89 |
| B |  |
| B- |  |
| C+ |  |
| C |  |
| C- |  |
| D+ |  |
| D |  |
| D- |  |
| F |  |

# Course Content

Concise outline of topics and activities; week-by-week course timeline, omitting specific dates.

| **Week** | **Topic** | **Reading Assignments** | **Learning Activities** |
| --- | --- | --- | --- |
| 1 | Introduction | Chapter 1  “Journal Article” | Online discussion  Quiz 1 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Finals |  |  |  |

# Course Policies

Suggested wording is offered below for course policies on participation, missed or late exams and assignments, makeup work, etc. Feel free to edit or delete, or add your own as you wish.

## Discussion Participation

Students are expected to participate in all graded discussions. While there is great flexibility in online courses, this is not a self-paced course. You will need to participate in discussions on at least two different days each week, with your first post due no later than Wednesday evening, and your second and third posts due by the end of each week.

## Late Work Policy

Describe the late work policy for discussions, assignments, and exams.

## Proctored Exams

This course requires that you take exams under the supervision of an approved proctor. Proctoring guidelines and registration for proctored exams are available online through the Ecampus [testing and proctoring website](http://ecampus.oregonstate.edu/services/proctoring/). It is important to submit your proctoring request as early as possible to avoid delays.

## Makeup Exams

Makeup exams will be given only for missed exams excused in advance by the instructor. Excused absences will not be given for airline reservations, routine illness (colds, flu, stomach aches), or other common ailments. Excused absences will generally not be given after the absence has occurred, except under very unusual circumstances.

## Incompletes

Incomplete (I) grades will be granted only in emergency cases (usually only for a death in the family, major illness or injury, or birth of your child), and if the student has turned in 80% of the points possible (in other words, usually everything but the final paper). If you are having any difficulty that might prevent you completing the coursework, please don’t wait until the end of the term; let me know right away.

## Guidelines for a Productive and Effective Online Classroom

Students are expected to conduct themselves in the course (e.g., on discussion boards, email) in compliance with the university’s regulations regarding civility. Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. Differences in beliefs, opinions, and approaches are to be expected. In all you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.

Active interaction with peers and your instructor is essential to success in this online course, paying particular attention to the following:

* Unless indicated otherwise, please complete the readings and view other instructional materials for each week before participating in the discussion board.
* Read your posts carefully before submitting them.
* Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
* Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

## Statement Regarding Students with Disabilities

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval, please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

## Accessibility of Course Materials

All materials used in this course are accessible with the exception of (list items that are not accessible). If you require accommodations please contact [Disability Access Services (DAS)](http://ds.oregonstate.edu/home/).

Additionally, Canvas, the learning management system through which this course is offered, provides a[vendor statement](http://www.instructure.com/accessibility)certifying how the platform is accessible to students with disabilities.

## Expectations for Student Conduct

Student conduct is governed by the university’s policies, as explained in the [Student Conduct Code](http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/code_of_student_conduct.pdf). Students are expected to conduct themselves in the course (e.g., on discussion boards, email postings) in compliance with the [university's regulations regarding civility](http://oregonstate.edu/studentconduct/).

## Academic Integrity

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Student Conduct and Community Standards](http://studentlife.oregonstate.edu/studentconduct/offenses-0), or contact the office of Student Conduct and Mediation at 541-737-3656.

OAR 576-015-0020 (2) Academic or Scholarly Dishonesty:

1. Academic or Scholarly Dishonesty is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another.
2. It includes:
   1. CHEATING - use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
   2. FABRICATION - falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
   3. ASSISTING - helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
   4. TAMPERING - altering or interfering with evaluation instruments or documents.
   5. PLAGIARISM - representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
3. Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

## Tutoring and Writing Assistance

[NetTutor](http://ecampus.oregonstate.edu/services/student-services/online-tutoring/) is a leading provider of online tutoring and learner support services fully staffed by experienced, trained and monitored tutors. Students connect to live tutors from any computer that has Internet access. NetTutor provides a virtual whiteboard that allows tutors and students to work on problems in a real time environment. They also have an online writing lab where tutors critique and return essays within 24 to 48 hours. Access NetTutor from within your Canvas class by clicking on the Tools button in your course menu.

The Oregon State [Online Writing Lab (OWL)](http://writingcenter.oregonstate.edu/online-writing-lab) is also available for students enrolled in Ecampus courses.

## Student Evaluation of Courses

The online Student Evaluation of Teaching system opens to students the Monday of dead week and closes the Monday following the end of finals. Students receive notification, instructions and the link through their ONID. They may also log into the system via Online Services. Course evaluation results are extremely important and used to help improve courses and the online learning experience for future students. Responses are anonymous (unless a student chooses to “sign” their comments, agreeing to relinquish anonymity) and unavailable to instructors until after grades have been posted. The results of scaled questions and signed comments go to both the instructor and their unit head/supervisor.  Anonymous (unsigned) comments go to the instructor only.