# Course Prefix Number – Syllabus [OSU REQUIRED]

**Credits:** **[OSU REQUIRED]**

**Instructor Name: [OSU REQUIRED]**

**Instructor Email:** **[OSU REQUIRED]** *should be your OSU email, not personal email*

**Teaching Assistant Name and Contact Info:**

## Course Description [OSU REQUIRED]

*Official course description from* [*OSU course catalog*](https://catalog.oregonstate.edu/) *for existing approved courses.*

## Prerequisites or Corequisites [OSU REQUIRED]

*Indicate ‘None’ if there is no prerequisite or corequisite. For additional information, see the*[*prerequisites and corequisites*](http://registrar.oregonstate.edu/prerequisite-enforcement)*policy. An Experimental “X” course cannot be a prerequisite for other courses.*

## Instructor Communication [ECAMPUS REQUIRED, language may be modified]

Please post all course-related questions in the Q&A Discussion Forum so that the whole class may benefit from our conversation. Please contact me privately via OSU Email or Canvas inbox **[choose one or both]** for matters of a personal nature. You can expect a reply to your questions within 24 hours on business days (Monday-Friday). Grading and providing feedback on your assignments and activities may take up to five days. If I need more time, I will let you know when to expect a response.

## Expectations for Time and Participation [OSU REQUIRED]

*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 X total hours of instruction, online activities, and assignments for X credits.” (30 hours for 1 credits; 60 hours for 2 credits; 90 hours for 3 credits; 120 hours for 4 credits)*

**[ECAMPUS RECOMMENDED]** This course is asynchronous and somewhat flexible, but not self-paced. Our schedule of Course Content and the due dates that appear in Canvas provide guidelines for how you’ll interact and with what frequency. I recommend that you create your own workload schedule and set reminders for assignment due dates.

## Learning Resources [OSU REQUIRED]

*List all required and supplemental textbooks, software or streaming platform subscriptions, tools, lab kits, etc. For cost transparency, indicate if the resources listed are required or optional.*

*Choose one of the following:*

* *For courses that require* ***no*** *purchases:* This course provides all required materials at no cost to you. All materials are available within Canvas.
* *For courses that require purchases:* **Note**: Check with the OSU Beaver Store for up-to-date information for the term you enroll ([OSU Beaver Store website](https://osubeaverstore.verbacompare.com/) or 800-595-0357). If you purchase course materials from other sources, be very careful to obtain the correct ISBN.

## Technical Assistance [ECAMPUS REQUIRED]

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 [Service Desk](https://beav.es/help) online.

## Ecampus Reach Out for Success [ECAMPUS REQUIRED]

If you encounter difficulties, need assistance or want to connect with someone one-on-one, it’s important to reach out. Your Ecampus student success team is here to support you. As part of your success team, Ecampus student services and success coaches are here to help answer any questions you may have.

Ecampus students are always encouraged to discuss issues that impact your academic success with the Ecampus success team. Email [ecampus.success@oregonstate.edu](mailto:ecampus.success@oregonstate.edu) to get help with identifying strategies and resources that can support you in pursuing your educational goals.

* **For mental health:**

Ecampus students have a different set of support options for [counseling and psychological services](https://counseling.oregonstate.edu/main/ecampus-students) than on-campus students do. These services include the free, virtual mental health and physical wellness support resource, [Anytime Anywhere](https://counseling.oregonstate.edu/AnytimeAnywhere). If you are in immediate crisis, please call or text the Suicide and Crisis Lifeline at 988 or Crisis Text Line by texting 741-741.

* **For financial hardship:**

Any student whose academic performance is impacted by financial stress or the inability to afford groceries, housing or other necessities, for any reason, is urged to contact the [Office of Student Care](https://care.oregonstate.edu/) (541-737-8748).

To find even more resources, check out the [Student Resources Guide](https://ecampus.oregonstate.edu/services/student-services/guide/#student-care) for additional support services and guidance.

## Measurable Student Learning Outcomes [OSU REQUIRED]

*With the exception of special topics classes that are pre-approved to cover different topics in each offering, your course should already have approved learning outcomes. You can check approved outcomes in the* [*Curriculum Inventory Management (CIM system)*](https://apa.oregonstate.edu/curriculum-proposal-software-access)*. Occasionally, course learning outcomes are not listed, and if this is the case for you, you'll want to check in with your supervisor or department chair about how they would like you to proceed. Also see* [*Student Learning Outcomes*](https://apa.oregonstate.edu/outcomes-student-learning-outcomes-for-courses-and-degree-programs) *for a definition and instructions.*

## Slash Course [OSU REQUIRED]

*If your course is a 4XX/5XX course, also known as a* [*Slash Course*](https://apa.oregonstate.edu/slash-courses)*, list appropriate distinctions in outcomes between the 4XX undergraduate and 5XX graduate versions of the course; if the course is not a slash course, please delete this section. The graduate version of the slash 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.*

## Core Education / Bacc Core / WIC [OSU REQUIRED]

*If your course is part of Core Education (Core Ed) or Bacc Core or WIC, the syllabus must explain what students will learn in your course related to the Core Education / Bacc Core / WIC requirement it fulfills. If your course is not in one of these groups, please delete this section.*

* **Fulfills both a** [**Core Education**](https://apa.oregonstate.edu/core-education-courses) **and a Baccalaureate Core requirement**

If the course fulfills both general education requirements the syllabus must include verbatim “This is a Core Education course that fulfills the requirements for the [category name] category. In addition, this course also fulfills the Baccalaureate Core requirements for the [category name] category." It is required that the syllabus also include an explanation about how each Core Education outcome is addressed and assessed in the course. Bacc Core outcomes do not need to be listed. It is recommended that a table be used for this.

* **Fulfills only a** [**Core Education**](https://apa.oregonstate.edu/core-education-courses) **requirement**

This section in the syllabus must include verbatim “This is a Core Education course that fulfills the requirements for the [category name] category." It is required that the syllabus also include an explanation about how each outcome is addressed and assessed in the course. It is recommended that a table be used for this.

* **Fulfills only a Baccalaureate Core requirement**

This section in the syllabus must include verbatim "This course fulfills the Baccalaureate Core requirement for the [category name] category." It is required that the syllabus also include an explanation about how each outcome is addressed and assessed in the course. It is recommended that a table be used for this.

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

*A WIC course syllabus must:*

* + *Include verbatim: “This course fulfills the Core Education requirement for the WIC category for students majoring in \_\_\_.”*
  + *Include the 3 WIC learning outcomes verbatim in an explicitly identified and labeled list which is located near the course fulfillment statement.*
  + *Make a direct, clearly stated connection between each listed WIC category learning outcome and specific attributes of the course content. The level of detail used should make it evident to students how different aspects of the course fulfill the specific category learning outcomes.*
  + *Include a clear description to students how the WIC category learning outcomes will be assessed within the course. Assessments need to be described in enough detail that the connection between assessment method and learning outcome is apparent.*
* *Under the Student Performance Evaluation, the syllabus must also make it clear that: grades for writing make up at least 30% of the course grade; individual writing comprises at least 25% of the course grade; students individually write and revise (after feedback) at least 2,000 words in formal, graded writing (about 10 pages); revision of the 2,000-word formal writing is required, not optional; the total word count for formal writing is at least 4,000 words (2,000 counted for the draft(s) and 2,000 counted for the final copy); informal, ungraded writing comprises about 1,000 words (or enough to make the total word count at least 5,000).*

*[The following is a suggested table to indicate how Core Ed and Bacc Core outcomes are addressed and assessed in the course.]*

|  |  |  |
| --- | --- | --- |
| **Outcomes** | **How this outcome will be addressed in the course**  [Hint: Provide a direct, clear, and explicit description of the specific course content that addresses each outcome and how it will be delivered. The level of detail used should make it evident to students how different aspects of the course fulfill each outcome.] | **How this outcome will be assessed in the course**  [Hint: Provide a clear description of the student work that will be used to assess this outcome within the course.  Assessments need to be described in enough detail that the connection between assessment method and learning outcome is apparent. (simply stating “exam, quizzes, homework, class discussion” will not provide enough detail).] |
| 1. Outcome #1 |  |  |
| 1. Outcome #2 |  |  |
| 1. Outcome #3 |  |  |

## Evaluation of Student Performance [OSU REQUIRED]

*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 [OSU REQUIRED]

# (your department might have a different grade scale)

| Grade | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Percent Range | *93-*  *100* | *90-*  *92* | *87-*  *89* | *83- 86* | *80- 82* | *77- 79* | *73- 76* | *70- 72* | *67- 69* | *63- 66* | *60- 62* | *0- 59* |

## Course Policies

### Discussion Participation [ECAMPUS RECOMMENDED]

*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 [ECAMPUS RECOMMENDED]

*Describe the late work policy for discussions, assignments, and exams. Most assignments and quizzes in this course will be open for several days to account for the varying schedules of our diverse student body. If for some reason you find yourself unable to complete work by the due date, please contact me. You may have the opportunity to submit late work for partial credit.*

### Proctored Exams [ECAMPUS REQUIRED only if course uses proctoring]

This course requires that you take exams under the supervision of an approved proctor.  Information about proctored exams and approved proctors are available on the [Ecampus Testing exam proctoring website](https://ecampus.oregonstate.edu/services/proctoring/). Ensure your proctoring is set up and ready as early as possible to avoid any potential issues.

### Incompletes [ECAMPUS RECOMMENDED]

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of “I” (incomplete) may be made and additional time granted, according to Academic Regulation 17 of [OSU Academic Regulations](https://catalog.oregonstate.edu/regulations/).

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.

### Statement Regarding Religious Accommodation [ECAMPUS RECOMMENDED]

Oregon State University is required to provide reasonable accommodations for employee and student sincerely held religious beliefs.  It is incumbent on the student making the request to make the faculty member aware of the request as soon as possible prior to the need for the accommodation. See the [Religious Accommodation Process for Students](https://eoa.oregonstate.edu/accommodations/religion).

**Class Participation and Building Community [ECAMPUS RECOMMENDED]**  
Active interaction with peers and your instructor is essential to everyone’s success in this online course. I encourage you to please practice the following:

* Value the diversity of the class. Recognize and respect the experiences, abilities, and knowledge each person brings to our learning environment.
* Challenge others’ ideas with the intent of facilitating growth. Acknowledge your peers' contributions and highlight areas of further inquiry.
* Be open to being challenged on your ideas or prejudices.
* Practice self-awareness in your communication with peers and consider that your comments may hurt others unintentionally.
* Assume the best of your classmates and instructor and expect the best from them.

### Expectations for Student Conduct [OSU REQUIRES URL, language may be modified]

Student conduct is governed by the university’s policies, as explained in the Student Conduct Code (<https://beav.es/codeofconduct>). 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.

### Academic Integrity [ECAMPUS RECOMMENDED]

It is important that you understand what student actions are defined as academic misconduct at Oregon State University.  The OSU Libraries offer a [tutorial on academic misconduct](https://guides.library.oregonstate.edu/c.php?g=286121&p=3896378), and you can also refer to the [OSU Student Code of Conduct](https://beav.es/codeofconduct) and the [Office of the Dean of Students](https://studentlife.oregonstate.edu/) for more information.  More importantly, if you are unsure if something will violate our academic integrity policy, ask your professors, GTAs, academic advisors, or academic integrity officers.

Academic misconduct, or violations of academic integrity, can fall into seven broad areas, including but not limited to: cheating; plagiarism; falsification; assisting; tampering; multiple submissions of work; and unauthorized recording and use.

*In this course, AI tool use is… (restricted, allowed, encouraged). Additional details will be shared in course activity and assignment prompts. I encourage you to contact me if you have questions about the use of AI tools so that, together, we can ensure that we are using these tools in productive and ethical ways.*

## TurnItIn [ECAMPUS RECOMMENDED if course uses TII]

Your instructor may ask you to submit one or more of your writings to Turnitin, a plagiarism prevention service. Your assignment content will be checked for potential plagiarism against Internet sources, academic journal articles, and the papers of other OSU students, for common or borrowed content. Turnitin generates a report that highlights any potentially unoriginal text in your paper. The report may be submitted directly to your instructor or your instructor may elect to have you submit initial drafts through Turnitin, and you will receive the report allowing you the opportunity to make adjustments and ensure that all source material has been properly cited. Papers you submit through Turnitin for this or any class will be added to the OSU Turnitin database and may be checked against other OSU paper submissions. You will retain all rights to your written work. For further information, visit [Academic Integrity for Students: Turnitin – What is it?](http://guides.library.oregonstate.edu/c.php?g=286121&p=1906660)

## Statement Regarding Students with Disabilities [OSU REQUIRED]

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 [ECAMPUS REQUIRED]

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](https://www.canvaslms.com/accessibility)certifying how the platform is accessible to students with disabilities.

## Tutoring and Writing Assistance [ECAMPUS OPTIONAL]

# You can connect live with experienced online tutors by accessing Online Tutoring in the side navigation bar of your Canvas course. You are eligible for up to 5 hours of tutoring each week. To learn more, go to [Online Tutoring - Overview](https://ecampus.oregonstate.edu/services/student-services/online-tutoring/).

To get help with any form of writing, you can contact [Oregon State Online Writing Support](https://writingcenter.oregonstate.edu/ows) for feedback via email or live Zoom appointment.

## Academic Calendar [OSU REQUIRED]

All students are subject to the registration and refund deadlines as stated in the Academic Calendar: <https://registrar.oregonstate.edu/osu-academic-calendar>.

## Student Bill of Rights [OSU REQUIRED]

OSU has twelve established student rights. They include due process in all university disciplinary processes, an equal opportunity to learn, and grading in accordance with the course syllabus: <https://asosu.oregonstate.edu/advocacy/rights>.

## Student Learning Experience Survey [OSU RECOMMENDED]

During Fall, Winter, and Spring term the online Student Learning Experience surveys open to students the Wednesday of week 9 and close the Sunday before Finals Week. Students will receive notification, instructions, and the link through their ONID email. They may also log into the survey via MyOregonState or directly at <https://beav.es/Student-Learning-Survey>. Survey results are extremely important and are used to help improve courses and the learning experience of future students. Responses are anonymous (unless a student chooses to “sign” their comments, agreeing to relinquish anonymity of written comments) and are not available 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.

## Course Content [OSU REQUIRED]

*Include a concise outline of topics and activities; omit specific dates to aid in ongoing maintenance of the syllabus document.*

| **Week/**  **Module** | **Topic** | **Learning Materials** | **Assignments** |
| --- | --- | --- | --- |
| 1 | Introduction | Chapter 1  Journal Article | Online discussion  Quiz 1 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Finals |  |  |  |