The University’s [minimum requirements](http://apa.oregonstate.edu/syllabus-minimum-requirements) for course syllabi are indicated as [REQUIRED]. All other sections are optional and editable. Italicized text can be removed.

# **[REQUIRED] Course Prefix Number - Syllabus**

**[REQUIRED] Credits:**

**Instructor Name:**

**Instructor Email:** Provide a valid OSU email account.

**Teaching Assistant Name and Contact Info:**

## [REQUIRED] Course Description

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

## [REQUIRED] Prerequisites or Corequisites

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.

## Communication

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 for matters of a personal nature. I will reply to course-related questions within 24 hours. I will strive to return your assignments and grades for course activities to you within five days of the due date.

## Time Expectations

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 [Service Desk](https://oregonstate.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=Dr9c0T7BaSI_) online.

## [REQUIRED] Learning Resources

Inclusive of textbooks, lab kits, streaming media, course packets, microphone, required software, etc.

**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.

## [REQUIRED] Measurable Student Learning Outcomes

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

## [REQUIRED] 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*](https://apa.oregonstate.edu/bacc-core-learning-outcomes-criteria-and-rationale)

This section in the syllabus must include verbatim "This course fulfills the Baccalaureate Core requirement for the [Skills; Perspectives; Difference, Power and Discrimination; Synthesis] category under [subcategory]. It does this by [Take 1-2 sentences to briefly make the connection between your course content and/or approach of your course to the BCC category student learning outcomes.]”

* [*Slash Courses*](https://apa.oregonstate.edu/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, each of which must be outlined on the syllabus. Use student writing as a significant approach to learning that involves regular and frequent opportunities to write, and a significant part of the overall course grade must be based on individual writing (at least 25%). WIC courses must also include: students individually write and revise (after feedback) at least 2,000 words in formal, graded writing; 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 and 2,000 counted for the final copy); informal, ungraded writing comprises about 1,000 words (or enough to make the total word count across the course at least 5,000).

## [REQUIRED] 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

## [REQUIRED] Letter Grade

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

## [REQUIRED] Course Content

Include a concise outline of topics and activities; omit 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

### 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.  Information about proctored exams and approved proctors are available on the [Ecampus Testing exam proctoring website](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fecampus.oregonstate.edu%2Fservices%2Fproctoring%2F&data=04%7C01%7CMelanie.Kroening%40oregonstate.edu%7C44f2e88e169340aebc4208da174b01c3%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637847908153122942%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=8fjO%2Fbpwq%2BQkG2WxckYL23Bs0Xr9RmfRtQIRClko3%2FY%3D&reserved=0). Ensure your proctoring is set up and ready as early as possible to avoid any potential issues.

### 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.

### Statement Regarding Religious Accommodation

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](http://eoa.oregonstate.edu/religious-accommodation-policy).

### Guidelines for a Productive and Effective Online Classroom *(Adapted from Dr. Susan Shaw, Oregon State University)*

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.

### [REQUIRED] Expectations for Student Conduct

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

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right.  Oregon State University Ecampus students and faculty have a responsibility to act with integrity in all of our educational work, and that integrity enables this community of learners to interact in the spirit of trust, honesty, and fairness across the globe.

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.

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 Student Conduct and Community Standard’s website](https://studentlife.oregonstate.edu/studentconduct/student-info) 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.

## TurnItIn

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)

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

## Tutoring and Writing Assistance

TutorMe is a leading provider of online tutoring and learner support services fully staffed by experienced, trained and monitored tutors. Access TutorMe from within your Canvas course menu.

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

## [REQUIRED] Academic Calendar

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

## [REQUIRED] Student Bill of Rights

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>.

## [REQUIRED] Ecampus Reach Out for Success

University students encounter setbacks from time to time. If you encounter difficulties and need assistance, it’s important to reach out. Consider discussing the situation with an instructor or academic advisor. Learn about [resources that assist with wellness and academic success](https://counseling.oregonstate.edu/reach-out-success).

Ecampus students are always encouraged to discuss issues that impact your academic success with the [Ecampus Success Team](https://ecampus.oregonstate.edu/services/student-services/). Email [ecampus.success@oregonstate.edu](mailto:ecampus.success@oregonstate.edu) to identify strategies and resources that can support you in your educational goals.

If you feel comfortable sharing how a hardship may impact your performance in this course, please reach out to me as your instructor. (Instructors: consider tailoring this statement to your personal voice.)

### For mental health:

Learn about [counseling and psychological resources for Ecampus students](https://counseling.oregonstate.edu/main/ecampus-students). If you are in immediate crisis, please contact the Crisis Text Line by texting OREGON to 741-741 or call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

### For financial hardship:

Any student whose academic performance is impacted due to financial stress or the inability to afford groceries, housing, and other necessities for any reason is urged to contact the Director of Care for support (541-737-8748).

## Student Learning Experience Survey

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](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbeav.es%2FStudent-Learning-Survey&data=04%7C01%7CMelanie.Kroening%40oregonstate.edu%7C24c4bb58dd0749b2582d08da00a15e5c%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637822990307292973%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ItCiPZKsi%2FHAqLtXpFwpi4qQ8SCoWTgsI%2F7Y1175CjM%3D&reserved=0). 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.