

Syllabus for Course Prefix-Course Number-Section(s)

Course Title
In-Person, Blended/Hybrid, or Online

Department of xxx

Semester

Dates

[This syllabus template has been checked for web accessibility. It contains elements that align with [quality online course standards](https://oscqr.suny.edu/) recommended by Online Learning Consortium. The items in [brackets] are meant to be removed before using.]

# About the Instructor

**Name**:

**Phone**:

**Email**:

**Office Hours**:

## Welcome

[Establish the tone and personalize the course by introducing students to your personality. Include a few introductory comments, such as why you are glad to teach the course and your hopes for them in the long term, etc.]

## **Bio**

[Allows students to know you as a person and models how you would like sharing between students to go. Write in the first person. Include publications, interests, professional experiences, and anything else you would like students to know about you].

## **Teaching Philosophy**

[A short statement covering your teaching approach and style, core beliefs about your approach to students, content or teaching]

## **Communicating with the instructor**

[How should students contact you and what are your policies/timeline for responding to student questions?]

# About the Course

## **Course description**

[From the catalog, include credit hours earned from completion.]

## **Prerequisite knowledge and credit hours**

[List of knowledge/skills or description from catalog]

## **Course goals and objectives**

* 1
* 2

## **Course textbooks**

[List of texts, how to purchase or rent, and whether required or optional - sample below]

Students can rent textbooks from SIUE. Please visit the [Textbook Service website](http://www.siue.edu/muc/textbooks.shtml) for more information. For online or off-campus classes, the textbook may be shipped to you. Look for the option “Off-Campus Classes have special instructions, click here for these.” Note: shipping time may take up to two weeks.

## **Other course materials**

[Additional references, links to other documents, websites, etc.]

## Technology Privacy Information

[Sample: According to [OSCQR Standard #14](https://oscqr.suny.edu/standard14/), the course should include links to privacy policies for technology tools to let students know what data may be collected and if their data is secure. If you are using Blackboard, keep the privacy statement below. Add links to privacy statements for any other technology tools you are using in the course.]

We will be using Blackboard in this course. View the [Anthology Blackboard Privacy Statement](https://www.anthology.com/trust-center/privacy-statement) to review how your data is being used and stored.

# Course Requirements and Policies

## **Course activities/assessments**

[Description of activities, location of materials, etc.]

## **Submitting work**

[Procedures and/or tools for assignment submission]

## Academic integrity/plagiarism

[University sample statement]

Students are reminded that the expectations and academic standards outlined in the [Student Academic Code (3C2)](https://www.siue.edu/policies/3c2.shtml) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location.

Plagiarism is the use of another person’s words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the [SIUE academic dishonesty policy](http://www.siue.edu/policies/1i6.shtml). Students are responsible for complying with University policies about academic honesty as stated in the [University’s Student Academic Conduct Code](http://www.siue.edu/policies/3c2.shtml).

**University guidance on artificial intelligence (AI)**
[University sample statement – modify as needed for individual or departmental course plans or policies involving AI]
Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE’s academic policy and is prohibited.

### Turnitin

[Sample statement on plagiarism if planning to use Turnitin]

This course will utilize the Turnitin plagiarism detection software. A Turnitin link will be available anywhere written work is to be submitted in the course. [Find out more about using Turnitin](https://kb.siue.edu/page.php?id=62087). Visit the [Turnitin Services Privacy Policy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm) for additional information on their privacy policy.

## Grading

[Grade elements: The value of all required assignments, projects, tests, etc., e.g. weighting].

## Grading scale

[List the point totals and the grade equivalents for the course]

## Grading rubric[s]

[Insert or describe where to find rubric[s] discussion/interaction]

[Insert or describe where to find rubric[s] for assignments]

## Feedback and grading timeline

[Describe the timeline for returning graded work or feedback on assignments - sample]

Discussion board grades with rubric feedback will be posted within 48 hours of the discussion due date. Other assignments may take longer to grade. You can find your grade by clicking the My Grades link on the left menu of the Blackboard course. If there is a rubric attached to the assignment, you can click your score to see my personal feedback on the rubric.

## Late or Missed Assignments/Rewrites

[Optional policy]

## **Participation**

[Optional policy - sample]

It is vitally important that our classroom environment promotes the respectful exchange of ideas, including being sensitive to the views and beliefs expressed during online discussions. Your success in this course will depend on your communication, consistent engagement, and active participation in all course activities. Success in this course requires that you adhere to the deadlines given below as you complete assignments, discussions, and other course activities. Timely participation in online discussions is very important and is not optional. You are expected to post and reply to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric.

## **Discussions**

[Clear message to students about your expectations/requirements for in-class or online discussions, including weekly deadlines for posting and replying to online discussion boards. Explicitly describe your involvement in the discussions so students understand what to expect from you for in-class or online discussions.]

## **Class behavior for online discussions**

[Sample - These instructions can be adapted if you are primarily using in-class discussions.]

* + **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
	+ **Communicate** effectively**.**
	+ Do not use all caps or multiple punctuation marks (!!!, ???, etc.).
	+ Be sure to define or explain acronyms, jargon, or uncommon terms so everyone can understand and participate in the discussion.
	+ **Sign your name.** Take responsibility for your comments in order to build a strong classroom community.
	+ **Foster community.** Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
	+ **Be constructive.** Challenge ideas and the course content, but do so in positive ways. It’s fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
	+ **Keep the conversation** **on the topic**. Online dialogue is like a conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

## Technology requirements and capabilities

[Sample]

Technical requirements for students can be found in this [ITS KnowledgeBase article](https://kb.siue.edu/104656). Additional resources for learning with technology can be found on the [Online at SIUE site](https://www.siue.edu/online/planning-preparation/index.shtml).

## Technical Support

Contact ITS at 618-650-5500 or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](https://status.siue.edu/), or search the [ITS KnowledgeBase](http://kb.siue.edu) for various how-to and troubleshooting guides.

# University Policies and Information

University policies and guidance that address teaching, learning, and student support services are available at: <https://kb.siue.edu/132378> Students are encouraged to visit this resource site for current information on:

## Regular and Substantive Interaction

## Recordings of Class Content

## Diversity and Inclusion

## Pregnancy and Newly Parenting Policy

## Services for Students Needing Accommodations (ACCESS)

## Academic and Other Student Services (Library, Academic Success, Tutoring, etc.)

## Cougar Care

## Student Success Coaches

# Subject to change notice

[Sample]

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

# Course Schedule:

| **Week/Module** | **Learning Activities** | **Assignments & Due Dates****All due at 11:59 pm CST unless noted otherwise** |
| --- | --- | --- |
| **Week/Module 1****Dates**Topic(s) | * Read the syllabus
* View the course tour and welcome video
* Read chapter 1
* View lecture 1
 | * Syllabus quiz (due Wed. 8/20)
* Chapter 1 quiz (due Wed. 8/20)
 |
| **Week/Module 2****Dates**Topic(s) |  |  |
| **Week/Module 3****Dates** Topic(s) |  |  |
| **Week/Module 4****Dates** Topic(s) |  |  |
| **Week/Module 5****Dates** Topic(s) |  |  |
| **Week/Module 6****Dates** Topic(s) |  |  |
| **Week/Module 7****Dates** Topic(s) |  |  |
| **Week/Module 8****Dates** Topic(s) |  |  |
| **Week/Module 9****Dates** Topic(s) |  |  |
| **Week/Module 10****Dates** Topic(s) |  |  |
| **Week/Module 11****Dates** Topic(s) |  |  |
| **Week/Module 12****Dates** Topic(s) |  |  |
| **Week/Module 13****Dates** Topic(s) |  |  |
| **Week/Module 14****Dates** Topic(s) |  |  |
| **Week/Module 15****Dates** Topic(s) |  |  |
| **Week/Module 16****Dates** Topic(s) |  |  |