

# [COURSE ID] AND [COURSE TITLE]

#  [NUMBER OF CREDIT HOURS]

## INSTRUCTOR INFORMATION

Instructor contact information, virtual office hours and other communication information is located in course content.

## Course Information

### Description

Briefly describe the nature of the course, what the student can expect to learn, and an overview of course activities such as teamwork, group projects, student web pages, etc. Do NOT put a full listing of the assessments with instructions/guidelines. This will be done directly in D2L.

### Objectives

Clearly state the course objectives so that they can be related to the expected learning outcomes in each course module and to the goals of the overall assessment process.

### Prerequisites and Co-requisites

List all course prerequisites and explain why they are deemed necessary.

### Topics Covered

Provide a list of each of your module names here.

## Course Materials

### Required Textbooks

Inform students that textbooks may be ordered online at [Phillips Bookstore](https://mtsu.bncollege.com/shop/ut-middle/home). If an e-book option is available, provide students link to purchase site.

### Supplementary Materials

List other published material the student is required to purchase including lab manuals, lab kits, etc. If supplemental or publisher websites are integrated into the course, inform students they must purchase access to website or e-book to successfully complete the course. Used textbooks may not have active access codes. Provide directions for use of course materials within supplemental sites and in conjunction with course material in D2L.

## Assessment and Grading

### Grading Procedure

State in detail how grades are related to or reflective of the expected learning outcomes. Also provide a statement of what constitutes high course achievement.

### Grading Scale

| **Assignment** | **Points/Percentage** |
| --- | --- |
| Discussions (3) |  |
| Quizzes |  |
| Dropbox Assignments (3) |  |
| Final Project |  |
| Total |  |

| **Letter Grade** | **Range** |
| --- | --- |
| A |  |
| B |  |
| C |  |
| D |  |
| F |  |

The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic examinations. The details of each should not be in the syllabus, only the number of each item to be calculated into the final grade. Guidelines and instructions will be provided for each item in course content within D2L.

### Feedback

* State when grades and assignment feedback will be provided (best practices note that email responses should be provided within 24 hours; assignment feedback and grades should be posted as soon as possible, and within two weeks of the assignment submission, depending on the nature and length of the course and assignment type. Best practices for accelerated courses recommend feedback and grades be posted within one week of the assignment submission.
* State that assignments must be submitted to the Dropbox and will not be accepted via email.
* List assignment deadlines in the Dropbox and on the calendar in D2L.

## Participation

### Course Ground Rules

The following are expected of all students in this course:

* learn how to navigate in the learning management system; refer to your D2L resources within the course for help;
* address technical problems immediately; and
* be respectful to your instructor and peers; refrain from derogatory statements.

### Class Participation

Student participation is required in all aspects of the course. Please adhere to the following:

* participation is required; you are expected to log into the course a *minimum* of 3 times per week;
* communication with other students in team projects is expected on a regular basis;
* adhere to all due dates and deadlines as listed in your course calendar;
* utilize the ask the class discussion board when you have questions about course content
* communicate with the instructor as a learning resource;
* check the course homepage for important announcements from the instructor.

### Academic Integrity/Misconduct

Please review the information on [Academic Integrity and Misconduct](https://www.mtsu.edu/policies/academic-affairs-students/312.php). The instructor will be submitting materials to an online service (Turnitin.com) which will review the work for plagiarism. Students should also review the report generated for each assignment and self-check for plagiarism. Information on how to cite work correctly is provided within the course modules or through the [University Writing Center](https://www.mtsu.edu/writing-center/). You may read more about how to avoid plagiarism from the [Office of the University Provost](https://www.mtsu.edu/provost/academic-integrity.php).

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Such conduct includes, but is not limited to:

* Submitting as one’s own work, themes, reports, drawings, laboratory notes, computer programs, or other projects prepared by another person
* Knowingly assisting another student in obtaining or using unauthorized materials
* Submitting assignments previously used in other courses where you received credit for the work
* Improperly crediting or lack of crediting an original author’s work

Students guilty of academic misconduct are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions (including expulsion from the university), which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or zero for an activity or to assign an “F” for the course. Students guilty of plagiarism will be immediately reported to the Director of Academic Integrity.

### [I am True Blue](https://www.mtsu.edu/trueblue/index.php)

As a member of this diverse community, I am a valuable contributor to its progress and success. I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a BLUE RAIDER. True Blue!

### Incomplete Grades

Incomplete grades are given rarely and only in extenuating circumstances. The information below can be found in the Graduate Catalog under [Academic Regulations](http://catalog.mtsu.edu/content.php?catoid=29&navoid=6222).

* + The grade I indicates that the student has not completed all course requirements due to illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are acceptable to the instructor. When a student fails to appear for a final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student was ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F should be reported.
* The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, it converts to a grade of F. A student should not make up the “incomplete” by registering and paying again for the same course. The I grade carries no value until converted to a final grade.

### Attendance Reporting

MTSU Administration requires that instructors complete an attendance report for each course each semester. Regular class attendance is required and will be monitored by: the D2L system report; participation in the discussion board; and timely submission of course assignments. If several class assignment submissions are missing, student attendance will be reported as “no longer attending.”

### Email

Per the [Family Educational Rights and Privacy Act (FERPA)](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) all course communication will be conducted using D2L email. Faculty will not respond to student emails via a non-institutional assigned email

## Student Resources

### MTSU Online Student Resources

MTSU offers the same services to online learners that are offered to on-campus students. Many of the services have been web-enabled to allow distance learners easier access. For more information, visit [MTSU Online Student Resources](https://mtsu.edu/online/resources.php).

### Technical Support

[D2L Resources](https://www.mtsu.edu/ait/D2L/tips/index.php) are available to MTSU Online Students. You can also find help for some of the basic functions of D2L used most often directly in your D2L course under the module titled D2L Help for Students.

### Students with Disabilities

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the [Disability & Access Center (DAC)](https://www.mtsu.edu/dac/) website and/or contact the DAC for assistance at 615-898-2783 or [DAC Email](file:///C%3A%5CUsers%5Ctperrin%5CDocuments%5CCirriculum%20Redesign%26Developments%5CDesign%20Templates%5Cdacemail%40mtsu.edu)

### Tutoring

MTSU Online Tutoring services are available through TutorMe and the [tutoring services](https://mtsu.edu/studentsuccess/tutoring.php) from the office of Student Success. TutorMe provides on-demand tutoring for students taking online and hybrid courses. Look for the TutorMe link in the navbar of your online course sites in D2L.

### Grade Appeals

[University Policy 313, Student Grade Appeals](http://www.mtsu.edu/policies/academic-affairs-students/313.php), provides an avenue for MTSU students to appeal a final course grade in cases in which the student alleges that unethical or unprofessional actions by the instructor and/or grading inequities improperly impacted the final grade.

### Title IX

Students who believe they have been harassed, discriminated against or been the victim of sexual assault, dating violence, domestic violence or stalking should contact a Title IX/Deputy Coordinator at 615-898- 2185 or 615-898-2750 for assistance or review [MTSU’s Title IX website](http://www.mtsu.edu/titleix/) for resources.

MTSU faculty are concerned about the well-being and development of our students and are legally obligated to share reports of sexual assault, dating violence, domestic violence and stalking with the University’s Title IX coordinator to help ensure student’s safety and welfare. Please refer to [MTSU’s Title IX website](http://www.mtsu.edu/titleix/) or contact information and details.