

# Course Information

**Course Name**:

**Course ID**:

**Semester**:

**Mode**: Online, Blended, or Face-to-Face

# Instructor Information

**Name**:

**Email**: Course Messages in myCourses **OR** ???????@umassd.edu

**Phone**:

**Office Hours**:

# Course Description

Official course descriptions for courses are available in the [online catalog](http://www.umassd.edu/academics/catalogs/). Feel free to add more information to your course description if you like.

## Prerequisite:

List prerequisite courses to this course.

## Course Credits:

Number of credits.

## Required Text:

Text: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher. ISBN:

## Required Materials:

Any materials other than the textbook.

# **Course Objectives**

Course level objectives that provide students with direction and responsibilities for learning as they begin their navigation within an online course. Measurable objectives clarify what a learner will be able to do after navigating through and engaging with your course content. For help with writing measurable, lesson/unit level objectives please refer to [Bloom’s Taxonomy Action Verb List](http://www.fresnostate.edu/academics/oie/documents/assesments/Blooms%20Level.pdf) or contact the ID Team for assistance.

* Objective 1
* Objective 2
* Objective 3
* Objective 4

# Communication Plan

## Expectations for Electronic Communication

Please use email \*ONLY\* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the workweek. You \*may\* get an email reply during the weekend, but that would be an exception not the rule.

I will also check the discussion forums daily during the workweek. I will post often during the first weeks of the course and then drop off in Activity while expecting participants to fill any void. Rest assured however, I \*will\* be participating in what I hope will be lively discussions and will \*always\* reply to any discussion comment directed specifically at me.

## Time Considerations

Students should be prepared to spend a minimum of 3 hours a week on reading and on course assignments. While you may feel that I’m displaying a lot of information to you on a weekly basis remember that in a traditional “live” course you would be coming to class for 3 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In our online course environment, my expectation is that you will be spending those 3 “class hours” on your own, working on the concepts that you would usually get in a live lecture. Please be sure to budget your time accordingly!

## Substantive participation in online discussions should:

* Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer’s comments
* Challenge comments in class, including those of the facilitator
* Ask insightful questions
* Answer other people’s questions
* Exemplify the point with real-life events, when possible
* Make comments that are relevant to the course content and objectives

## Things to keep in mind as you write discussion posts and communicate with other students:

* Share an experience related to the discussion. Comment on other participants’ experiences that relate to the course.
* Ask others questions about their ideas and experiences that are related to the course
* Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed
* Give insights gained from assigned readings for the week. If you need more information, ask the participants a question about the week's reading
* Discuss a work issue that is related to the course or discussion and ask for feedback
* Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life.
* Share another resource such as Web links, books, etc. that you have used to answer other participants’ questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page)

# Methods of Instruction

## Final Grade Breakdown:

* 20% - **Class Participation**
* 35% - **ePortfolio**
* 15% - **Final Written Project**
* 15% - **Final Presentation**
* 15% - **Group Assignment**

## Explanation of Final Grade Components:

Provide an explanation for each component listed in the final grade breakdown.

## Late Assignments:

Insert your policy for accepting student work submitted late in this area.

# Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the [Center for Access and Success](http://www.umassd.edu/dss/). The necessary paperwork is obtained when you bring proper documentation to the Center.

# University Academic Policies

These policies are also available in the student handbook on the University website - [umassd.edu](https://www.umassd.edu/)

* [Information on Incompletes](http://catalog.umassd.edu/content.php?catoid=1&navoid=37#Grades_and_Grading_System)
* [Student Behavior](https://www.umassd.edu/studentaffairs/departments/student-conduct-and-dispute-resolution/policies/)
* [Student Academic Integrity](https://www.umassd.edu/policies/active-policy-list/academic-affairs/academic-integrity-policy-and-reporting-form/)
* [Definition of Credit Hour](https://www.umassd.edu/provost/resourcesforfaculty/syllabus-language/)
* [Course Withdrawal](https://www.umassd.edu/financialaid/maintaining-aid/withdrawal-policy/)
* [Grade Appeal](https://www.umassd.edu/acadvising/grades/)
* [Attendance Policy](http://catalog.umassd.edu/content.php?catoid=1&navoid=37#Student_Enrollment_Status)
* [Academic Calendar](https://www.umassd.edu/academiccalendar/)
* [Title IX and Sexual Assault/Harassment](https://www.umassd.edu/eeo/title-ix-and-sexual-assaultharassment/)

# Academic and Technical Support

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## Tutoring

If you have difficulty with the coursework, please reach out to me or contact the [Academic Resource Center](https://www.umassd.edu/arc/).

## Technical Help

* 24/7 email, live chat, and phone support for myCourses is available at the [myCourses support portal](http://umd.echelp.org/).
* Do you need help with other UMass Dartmouth technologies? [Please contact CITS](https://ithelp.umassd.edu/auth/index.php).

# Course Schedule

## Module 1 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

Topic 1, Topic 2, Topic 3…

**Reading(s):**

* Textbook Chapter 1 and 2

**Assignment(s):**

* Homework (Due mm/dd)
* Quiz (Due mm/dd)
* Exam (Due mm/dd

## Module 2 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 3 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 4 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 5 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 6 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 7 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 8 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 9 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 10 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 11 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 12 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 13 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 14 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**

## Module 15 Overview (mm/dd/yy – mm/dd/yy)

**Topic(s):**

**Reading(s):**

**Assignment(s):**