COURSE OVERVIEW AND INFORMATION

COURSE NUMBER AND TITLECourse ID XXXX & Title

SEMESTER/YEAR:XXX 202X

## CATALOG COURSE DESCRIPTION

Include the course description exactly as it appears in the course catalog.

COURSE CREDIT: XX Credit Hours

## PREREQUISITES

List any prerequisites.

## FACULTY Faculty name and credentials

Job Title: XXXX

Phone: (256)-782-XXXX (or include your cell phone number)

Email: XXXX@jsu.edu

Office Location:XXXXX

**Office Hours:** XXXXXX

## COURSE COMMUNICATION POLICY

EXAMPLE: Please put your course policy here regarding communication time frames and preferred method. Here is an example:

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

*Written communication via Canvas:* It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA 7th edition guidelines for referencing.

*Written communication via GEM Outlook email:* All private communication will be done exclusively through your JSU email address. Check frequently for announcements and policy changes.

*Virtual communication:* Office hours and/or advising may be done with the assistance of the telephone, Microsoft Teams, Zoom, etc.

## TEXTBOOKS & MATERIALS

### Required Texts

* List the required textbooks

### Recommended Texts

* List the recommended reading/texts

### Required Materials

To participate in one of JSU’s online courses, please review the [general technical requirements and recommendations](https://www.jsu.edu/online/help.html) from Online@JSU.

## PRE-REQUISITE SKILLS

Accessing internet web sites, use of JSU Library resources, proficiency with Microsoft Word and/or PowerPoint, and accessing Canvas are expectations of the program name. Include URL of student handbook as well.

## PROGRAM OUTCOMES

Upon completion of the program of study for the program name, the graduate will be prepared to:

## STUDENT LEARNING OUTCOMES

Upon completion of COURSE ID XXX COURSE NAME/TITLE XXXX, the

student should be able to:

COURSE REQUIREMENTS & EXPECTATIONS

(EXAMPLE)

1. Taking an online course means that you have agreed to a different type of role than you may be accustomed (such as a traditional, on-campus course). You are responsible for your learning, and you are expected to take an active role in your learning. You will be assessed through the completion of various activities and assignments in this course.
2. **Check your email daily.** Students are expected to check email on a regular basis (a minimum of 5 times per week). Email is the most frequent mode of communication by course faculty. Failure to promptly receive and respond to communication may result in the loss of points if assignments are in question. When sending an email, please identify yourself! You must include your first and last name in every email you send, as well as the course ID (XXX). Also, always include a descriptive subject line, such as "Question about Module 1”.
3. **Familiarize yourself with assignment submission procedures.** Instructions are included in the appropriate assignment area within this course. All course assignments must be submitted through the Canvas Assignment Submission area. Do **not** send assignments to the instructor's email address. All assignments and discussion forums must be completed for successful course completion.
4. **This course was designed to provide** you with an excellent learning experience and allow flexibility to fit your schedule. All assignments have scheduled due dates as noted on the course calendar, however, assignments may be submitted early. Late assignments will not be accepted unless negotiated prior to the deadline for submission. You may log on to the course at any hour of the day that you choose. Use this to your advantage.
5. **If you have questions** about the course content, please contact your course instructor (email address XXXX).
6. **Written work must be collegiately prepared according to APA (7th) guidelines.** It is expected that content will be presented in a logical, coherent, grammatically correct style and reflect information that is concise, accurate and relevant.

TEACHING AND LEARNING

## COURSE DELIVERY

EXAMPLE: *This course will be delivered using the Canvas Learning Management System. This course is delivered strictly online (100%). Course faculty will use diverse teaching strategies, including assigned scholarly readings with reflection/application, discussion forums to facilitate a community of learners, group and individual projects to promote problem solving and scholarly written assignments.*

## GRADING SYSTEM

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

A = 90.00-100 points

B = 80.00-89.99 points

C = 70.00-79.99 points

D = 60.00-69.99 points

F = 0-59.99 points (Grades are not rounded up)

## EVALUATION AND GRADES

Graded assignments, activities and percent of the overall course grade:

Example:

COURSE PERCENT OF TOTAL GRADE

Assignment 1 25%

Exam 1 25%

Assignment 2 25%

Exam 2 25%

TOTAL COURSE GRADE 100%

## TEACHING STRATEGIES

* LIST ONES USED IN THE COURSE

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (**beyond the materials and lectures presented in the course**) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

## ATTENDANCE POLICY:

You are expected to participate in this online class actively and consistently through the

discussion forums, virtual chats, and course readings and assignments. Online courses

require consistent and regular participation; you should plan to log on and post to the

course web page on a routine basis (five out of seven days is a good standard to achieve).

A new discussion forum is created each Sunday, and the previous week’s forum also

closes that same day. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

## ASSIGNMENT/ACTIVITY DESCRIPTIONS

Describe each assignment/activity. Here are two examples.

**(EXAMPLE) Discussion Board Activities:**

For the discussion forums, you are required to post (at least) two questions each   
week about the reading assignments/course materials, in addition to any comments   
or reflections you want to make. You will receive up to ten points/week for meeting   
this standard. You will receive four points for posting questions each week, and 2-6   
points based on the overall quality of postings:

2 = average (participation with average or below average use of readings and application)  
4 = good (quality participation based on clear references to the reading and attempts to apply the material)  
6 = excellent (high-level, quality participation based on clear references to the reading and attempts to apply the material; shows clear reflection on the readings)

I will count your ten “best” discussion forums; the maximum number of total points you   
can earn for discussion forum participation is 100 and it will be worth 25% of your grade.   
You are also encouraged to participate in sessions in the virtual classroom (live chats).   
They will be scheduled periodically throughout the semester, and we will try to   
accommodate your schedules as best we can. Participation in the virtual chats will not be   
graded.

**Writing Assignments & Guidelines**

There are five (5) written assignments.

All written assignments are expected to conform to the guidelines and reference formats specified in the Publication Manual of the American Psychological Association (http://www.apastyle.org/ ). All work must be double-spaced, using 12-point font and one-inch margins. Written assignments will be graded primarily on content but will also consider the technical quality of the writing. All written assignments should be carefully proofread for spelling, grammar, and syntax. (Assignments containing multiple errors will be returned, ungraded, for student revision and resubmission.) A good reference for researching topics and citing sources can be found at the JSU library webpage using the following link: [http://www.jsu.edu/library/research/ (Links to an external site.)](http://www.jsu.edu/library/research/).

(Include the assignment rubric if all writing assignments have the same criteria. Otherwise, state that each assignment has an associated rubric within the course.)

**(EXAMPLE) Evaluation Design Paper**

The purpose of this assignment is to design a comprehensive evaluation plan for your chosen program. Your proposal should focus on the outcome or impact evaluation but should include a brief section on process evaluation as well. Your paper will give:

* A description of your selected program, including the problem to be addressed by the intervention; the intended beneficiaries or targets of the program; the intended benefits; and the program theory/causal model underlying the program.
* The research questions, operational definitions, and specific measures you would use to evaluate the program.

You will submit your **program statement**and **measurement description**for feedback prior to the paper submission. (See due dates on the class schedule.)

## GENERAL COURSE POLICIES

All students are required to follow the policies and procedures presented in the following documents:

* JSU Student Handbook - <https://www.jsu.edu/studentaffairs/handbook.html>

### Important University Dates

* JSU Academic Calendar - <https://www.jsu.edu/registrar/academic-calendar/index.html>

**Online Test Proctoring**

Honorlock is the official online test proctoring service supported at JSU. To learn about testing procedures, equipment requirements and technical requirements visit the Honorlock Tutorial for Students: <https://jsu.instructure.com/courses/6885/pages/honorlock-tutorial-for-students>

**Use Good "Netiquette":**

* Check the discussion boards frequently and respond appropriately and on subject.
* Focus on one subject per message and use pertinent subject titles.
* Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
* Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
* Cite all quotes, references, and sources.
* When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
* It is extremely rude to forward someone else's messages without their permission.
* Use humor carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(*The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)*

### Late Work Policy

Please put your course policy here. Here are two examples other faculty have used. The policy is the decision of the faculty member teaching the course.

**Policy on late or missed assIGNments**

Due dates and times for assignments are posted. Failure to submit your assignments on the assigned date will result in a five percent deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

**OR**

**LATE WORK POLICY**The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. **Late assignments are not accepted without prior approval of faculty.** Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

## UNIVERSITYPOLICIES

Academic Honesty at JSUIn a university community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. This policy is applicable for campus and distance learning activities. Students who violate this Academic Honesty Policy will be subject to disciplinary actions which could range from a zero on an assignment to failure of the course; repeated offenses can result in dismissal from the university. Violations include BUT ARE NOT LIMITED TO, the following:

1. The use of unauthorized materials or the receipt of unauthorized assistance during an examination or in the completion of any other assignment, exercise, experiment, or project for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
2. Copying or utilizing information from a paper of another student during an examination.
3. Rendering unauthorized assistance to another student by knowingly permitting him or her to copy an examination, project, paper, assignment, exhibit, exercise, or other material to be submitted for academic credit.
4. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.
5. Selling or giving to another student unauthorized copies of tests or examinations or research assignments.
6. The use of a commercially prepared term paper or research project or the submission of a paper, project, or experiment completed by someone other than the student submitting any of the above for academic credit.
7. Falsifying class attendance.
8. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
9. Taking an examination in the place of another student.
10. Making unauthorized change in any reported grade or on an official academic report form.
11. Unauthorized collaboration between two students on an examination, paper, or project.
12. Plagiarism, which is the deliberate act of copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of their true source.
13. Making use of computing facilities in an academically dishonest manner.

**Student Success**

The mission of Student Success is to provide an integrated network of support to facilitate the academic and personal success of undergraduate students at JSU. The Student Success Center is in the Houston Cole Library (Ground Level, Lobby and 2nd Floor). Visit Student Success at <https://www.jsu.edu/studentsuccess/>

### JSU Writing Center

The mission of the JSU Writing Center is to assist students, faculty, and staff at any point in the writing process, from invention to revision.

Our purpose is to guide students through various aspects of the writing process and rhetorical and documentation styles as needed and specified by the student. The Writing Center is not an editing service. Therefore, not all mistakes in your writing may be corrected when leaving the consultation, and we cannot promise grades. Instead, our goal is to help students focus on and better understand areas in which they are struggling within the writing process.

Visit us at <https://www.jsu.edu/english/jsuwrites/index.html>

### Tutoring & Academic Support

The Student Success Center provides a range of academic support services which include tutoring, Supplemental Instruction (SI), academic workshops, and mentoring.  JSU offers FREE tutoring to all students regardless of grade point average or classification.  The concept behind tutoring services at JSU is to model high quality, effective, academic skills, provide content-specific supplemental instruction, and create a connection to the institution.  Tutors must combine their content knowledge with empathy, honesty, hard work, humility, and humor.  The goal of the Student Success Center is to support the university's mission as a learning-centered institution.

* Tutoring is available for any JSU student for most core courses
* Tutoring is FREE as long as you are a JSU student
* **Students will need to schedule an In-Person or Virtual Tutoring appointment using JSU Navigate**
  + In-Person Appointments will take place in the Student Success Center, located at the Houston Cole Library, 2nd Floor (256-782-8223)
  + Virtual Tutoring is available at tutor.com (please see below for more information)

Visit the website: <https://www.jsu.edu/studentsuccess/tutoring/index.html>

**Disability Resources**

Any student with a documented disability needing academic adjustments or accommodations is

requested to speak with Disability Resources and the instructor, as early in the semester as

possible. All discussions will remain confidential. Disability Resources is located in the Student

Success Center on the 2nd floor of the Houston Cole Library. Students can call at (256) 782.8380

or email: [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu).

Military-Connected Student Statement   
The Office of Veteran Services serves all active duty, guard, reserve, veteran, and dependent   
students at JSU. If you have any questions about Veteran Services, please contact (265) 782-  
8838, [veterans@jsu.edu](mailto:veterans@jsu.edu), or the physical location in the basement of Daugette Hall. If you are a   
student currently serving in the military (Active Duty, Guard, or Reserves) with the potential of   
being called to military service or training during the course of the semester, you are encouraged   
to contact your course instructor no later than the first week of class to discuss the class   
attendance policy. The instructor may make accommodations for this absence or suggest that you   
take the course at another time.

### Title IX Statement

JSU does not discriminate on the basis of sex in the educational programs or activities that it

operates. JSU is required, by Title IX of the Education Amendments of 1972 and Department of

Education regulations to implement Title IX, not to discriminate in such a manner. This

requirement to not discriminate in educational programs and activities extends to employment by

the university and to admission thereto. Questions regarding Title IX and the implementing

regulations should be referred to JSU’s Title IX Coordinator, to the Assistant Secretary of

Education for Civil Rights, or to both. For more information about the Title IX grievance

procedure, including how to report or file a complaint of sex discrimination, how to report or file

a formal complaint of sexual harassment and how JSU will respond to such complaints, please

visit our Title IX website at [www.jsu.edu/titleix](http://www.jsu.edu/titleix).

### Technical Requirements

For the best course experience within Canvas and other technology, you need to have access to a minimum amount of technology. Each system has certain requirements. Additionally, your specific course may have further technology requirements. Check with your instructor for course-specific needs.

* [Basic General Technical Requirements](http://www.jsu.edu/online/current-students/tech_quick_view.html)
* [Canvas System Requirements](https://community.canvaslms.com/docs/DOC-10721-67952720328)
* [Kaltura Video Platform](https://knowledge.kaltura.com/kaltura-capture-prerequisites-and-system-requirements)
* [Honorlock Online Proctoring](https://honorlock.com/support/) (scroll down to Minimum Requirements section)
* [Turnitin Feedback Studio](https://help.turnitin.com/feedback-studio/system-requirements.htm)

### Technical Support

* [**Self Help & Various Support Resources**](http://www.jsu.edu/online/help.html)
* **Local Help From Online@JSU** - Monday through Friday from 8:00 a.m. to 4:30 p.m. Central Time; online@jsu.edu or (256) 782-8172
* **Canvas Support Team** - 24/7 help and support resources available inside the Canvas LMS in the global navigation Help menu (Live Chat, Web Form, Self-Help Guides, and Phone - 877-404-2235)
* **Help With JSU eMail, MyJSU, etc.**- [Technology Support Center](http://www.jsu.edu/it/); (256) 782-8324 or [techcenter@jsu.edu](mailto:techcenter@jsu.edu)
* [**Facebook**](https://www.facebook.com/onlinejsu) - Stay connected with Announcements, Tips, and Suggestions.

### Privacy Statement

Student information is treated securely, and privacy protected by the use of security protocols when transmitting data. Privacy issues are addressed in the Jacksonville State University [Undergraduate Catalog, in the Privacy Rights of Students section](https://catalog.jsu.edu/undergraduate/student-regulations-information/), the [Graduate Studies Bulletin](https://catalog.jsu.edu/graduate/student-resources/student-policies-rights/), in the Privacy Rights of Students section, and on the [FERPA Information](http://www.jsu.edu/registrar/ferpa.html) page.

Additional security-related information can be found in the [JSU IT & Security Policies](http://www.jsu.edu/it/policies/index.html).

### Online@JSU Information

* Guide for Online Students: <https://www.jsu.edu/online/current-students/guide_online_students.html>
* Online Student Landing Page: <https://www.jsu.edu/online/current-students/index.html>