# Syllabus Recommendations

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**Key:** [\*denotes text to be replaced by your choice of wording, respectively]

## Faculty Information

Name

Preferred Communication Method

Virtual Office Hours

## Course Information

Course Number

Course Title

### Course Description

TTU has a required course description that is entered to the registrar’s course catalog.

An additional customized description can accompany the previous official description entailing how this course varies on the specified topic. Especially helpful to students when there are multiple sections of a course.

## Learning Outcomes and Assessments

1. Explain theories and history of this topic.
   * Assessed by Module 2 Assignment.
2. Apply Topic 1 to all areas in the field.
   * Assessed by Module 4 Discussion and Exam 1.
3. Appraise a portfolio in the field.
   * Assessed by Exams 1 & 2 and Portfolio Project.

## Course Materials

### Required

### Optional

## Technical Requirements:

* Internet access (preferably high speed)
* E-mail
* Microsoft Office (download from [TTU eRaider](http://www.eraider.ttu.edu/))
* Microsoft Skype for Business (download from [TTU eRaider](http://www.eraider.ttu.edu/))
* Adobe Reader (download from [Adobe.com](http://get.adobe.com/reader) )
* Flash Player (download from [Adobe Flashplayer](http://get.adobe.com/flashplayer/) )
* Silverlight Player (for MediaSite videos)
* Audio and Video capabilities (for watching/listening to course content)
* Web camera and microphone (for synchronous virtual meetings)
* PDF app (scanning of hand written documentation for graded assignments)

## Technical Skill Requirements:

Be comfortable with the following:

* Using a word processor
* Using email for communication, attaching documents in email
* Internet search engines and browsers

## Course Organization

This course is organized into [\*number of] learning modules, found on the course menu under the section [\**Learning Modules/Units/Weekly Folders]*. The first one is a required course orientation, including some activities. The remaining modules are topic-based. You will follow the course schedule found in the course menu. It includes all due dates. In general we will cover 2 modules per week and due dates typically are [\*Mondays at 2pm CST].

## Course Outline

**Please Note:** As a best practice for online delivery the Instructional Design Team suggests this section **not** be your course schedule/calendar but an outline of the content you plan to cover in your course. This lends for the syllabus to be a permanent document and being able to reuse your syllabus semester to semester while allowing flexibility to modify your course schedule separately.

Module 1 Topic 1

Module 2 Topic 2

Module 3 Topic 3 Part 1

Module 4 Topic 3 Part 2

Module 5 Topic 4

Portfolio

## TTU & Course Policies

### [TTU OP 34.12 Grading Procedures](http://www.depts.ttu.edu/opmanual/OP34.12.pdf)

*It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.*

*‘Scholastic dishonesty’ includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.*

### [TTU OP 34.19 Student Absence for Observance of Religious Holy Day](https://www.depts.ttu.edu/opmanual/OP34.19.pdf)

*"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.2.*

*A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.*

### [TTU OP 34.22 Establishing Reasonable Accommodation for Students with Disabilities](https://www.depts.ttu.edu/opmanual/OP34.22.pdf)

*Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.*

## Instructor’s expectations of the student

* You will be expected to log into the Blackboard course [\*daily/twice a week/etc.] to be aware of possible announcements/reminders and to pace your progress in the course.
* TTU recommends that students plan to spend 2 hours of outside study for every 1 hour of in class time. This guideline is illustrated for a full-time TTU student at [College is your full time job!](http://www.depts.ttu.edu/advising/fulltime.php). For a 3 credit-hour, face-to-face course that means a total time investment of nine hours per week, or 135 hours per semester, in a 15-week course. Expectations for time investment are no less rigorous for online courses at TTU. According to this guideline, you should expect to invest 9 hours per week in this course, during a spring or fall semester; more in a summer course.
* Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
* Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). The following site includes basic rules for [Online Discussion Netiquette](https://www.depts.ttu.edu/elearning/blackboard/student/netiquette.php). More importantly ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. We will welcome diverse opinions in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. Civility in the Online Classroom (**the following are prohibited):** 
  + making offensive remarks in e-mail or the discussion board,
  + using inappropriate language or discussing inappropriate topics online,
  + spamming,
  + hacking,
  + using TTU or Blackboard e-mail or discussion board for commercial purposes,
  + using all caps (considered shouting in online communications), or
  + cyber-bullying or online harassment of any type.
* Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the [TTU Code of Student Conduct](http://www.depts.ttu.edu/dos/handbook/).

## Communication Plan

* You can expect a reply from me within 24 hours on weekdays, and within 48 hours on weekends.
* Please use only the [\*Blackboard Course Messages tool or TTU e-mail system] for sending e-mail messages to me.

## Online Participation

## Assignments

You will submit all assignments through the [\*Blackboard Assignment Tool, rather than by e-mail]. You are required title your assignment files “lastname\_firstname\_assignmentname.doc”.

## Grading:

You can access your grades on the Blackboard menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Grades for graduating candidates will be posted on Blackboard 2 days before the Registrar’s deadline. Final grades will be calculated per the following grading schema:

Journal Entries 5%

Module Tasks 10%

Exams 40%

Portfolio 45%

### Late Policy

Do you accept late assignment submissions?

## Technical Difficulties

### Getting Help

* IT Help Central is available to assist with eRaider sign-in problems, browser errors, and other technical difficulties you may encounter.  For technical assistance, please contact IT Help Central at (806) 742-HELP, email them at [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu), or visit the [IT Help Central website](http://www.ithelpcentral.ttu.edu).
* For student assistance with Blackboard, visit [Blackboard Student Support](http://www.tlpd.ttu.edu/content/asp/blackboard/SupportStudent.asp)

### Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email.

### Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.