



Course Title

Course Number and Section

Term & Year

Online or Hybrid

***** NOTE:**

All information shown between *** ** characters should be deleted and replaced by actual course information. Do not edit or delete any information located outside of the *** ** characters.

The instructors reserve the right to make minor changes to the syllabus during the term. The instructors will notify students, via e-mail or course announcement, when changes are made in the requirements and/or grading of the course.

Adaptive Needs (ADA)

Students who wish to request disability-related accommodations may do so by contacting the Disability Resource Center. The Disability Resource Center may be contacted by phone at 678-466-5445 or via email at DisabilityResourceCenter@clayton.edu.

Instructional Methods*Update to include your instructional method*****

This course will incorporate face-to-face, synchronous and asynchronous online components with milestones and deliverables along the way to ensure you're on track.

Online Courses at Clayton State University

All online courses at Clayton State University utilize the Desire2Learn Learning Management System. In every Clayton State University course, students should read all information presented in the D2L course site and should periodically check for updates at least every 48 hours.

Instructor Information

Instructor:

Email:

Office:

Office Hours:

****Please use the Clayton State email (@clayton.edu) and not the D2L email system.**** (if this is your preference)

I try to respond to all emails, questions and discussion post within 24-hours, Monday – Thursday and within 48-hours Friday – Sunday. If you need to contact me *****insert preferred method of contact*****. If you need immediate attention with a D2L technical issue, please call The HUB.

Instructor Education

*****Name*****

*****Institution*****

*****Degree*****

Student – Professor Conferences (Remove if this is not your policy)

You are encouraged to meet with me at any time that is mutually convenient to discuss issues relating to the course, as well as your performance in class. If you are having difficulties with the course, I urge you to meet with me as early as you can, so we can address some of your concerns. Do not wait until the end of the semester before seeking a conference with me about your grades/performance. We can meet via electronic methods (Blackboard Collaborate) if you are unable to come to campus for a face-to-face visit. I prefer email contact by phone but will be available through either.

Note: While I will strive to keep to my office hours as scheduled, periodically, circumstances may arise which require me to be somewhere else. Please let me know in advance that you plan to meet with me on a given date and time.

Course Information

Course Description

Information about the course directly from the course catalog.

Textbook Information



Author(s): Harwood, Robin / Vasta, Ross

Edition/Copyright: 5TH 08

Publisher: John Wiley & Sons, Inc.

Type: Hardback

ISBN-100-471-70649-3

ISBN-13978-0-471-70649-6

Textbooks are sold at <http://www.ishoplochshop.com/>. Students should have their textbook by the first week of class. Not having your textbook is not an acceptable excuse for late work. Students who add this course late should refer to the “Late Registration” section for further guidance.

Supplementary Materials

List any supplementary materials that apply for this course

Course Objectives

After completing this course, the learner will be able to perform these tasks:

Enter the SLOs for this course

Deliverables

During this course, you will produce these items:

Include the major documents or assignments students must complete.

Course Topics

During the course we will cover these topics:

*** Brief outline of topics to be covered during the course.***

***Course prefix and number

Instructor Name***

Laboratory Experience

Specify required clinical and laboratory experiences and the length, evaluation, documentation, procedures, placement arrangements, and student population requirements, etc.

Prerequisite knowledge

List any course prerequisites if applicable

Specific Course Requirements

***List any specific course requirements. Typical Clayton State University requirements apply such as: read assignment material, participate in class discussions, complete weekly assignments, complete all exams, etc. ***

MAJOR SPECIFIC OUTCOMES AND ASSESSMENTS

Insert here

Research Component

Insert any research requirements for this course if applicable.

Entrance Competencies

Insert a description of any special skills students need to perform well in the class.

Technology Requirements

Computer Skills

Students must have basic computer skills including email, web browser and word processing. Also, students must know how to access the learning management system (D2L), post assignments and complete assessments. If you need assistance with any of these actions in D2L, please contact your instructional coach for guidance.

Internet Access

Each Clayton State student is required to have access to the Internet and to use your Clayton State issued e-mail address.

Software & Tools

Provide a list of all software and tools used in the class. Be sure to include any publisher content with a link and login instructions.

Example:

Desire2Learn (D2L)

Desire2Learn is the virtual classroom for the course. You can gain access to D2L by signing on to the SWAN portal and selecting: "D2L" on the top right side.

If you experience any difficulties with D2L please email or call the HUB at TheHub@clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Adobe Acrobat Reader

Adobe Acrobat Reader is available at <https://get.adobe.com/reader/>

Students must have:

- A reliable working computer that runs Windows 8.1 or higher.
- A CSU e-mail account that you can access on a regular basis.
- E-mail software capable of sending and receiving attached files.
- Access to the Internet. (High-speed connection such as cable or DSL preferred)
- A personal computer capable of running Chrome or current versions of Firefox or Mozilla. Students who use older browser versions will have compatibility problems with D2L.
- Microsoft WORD software. (I cannot grade anything I cannot open! This means NO MS-Works, NO WordPad, NO WordPerfect)
 - Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated!

Course Policies

Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The University reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Late Registration

Insert Late Registration Policy

Academic Misconduct

Insert Academic Misconduct Policy (if different from the University policy)

Example

Any activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

Cheating or assisting friends or classmates during a quiz, examination or another assignment not strictly listed as a group or collaborate work will not be tolerated. Students who violate this policy will be dealt with, in accordance with the [CSU Code of Conduct and Judicial Procedures](#).

Course Attendance Policy

Explain your policy here clearly to the student. Be sure to include participation requirements, and absences both excused and unexcused.

Example: You will need to remain engaged in the course to avoid falling behind and failing the course. You MUST complete at least one graded assignment in Module 1 to be counted as “in-attendance” of the course. Any student who fails to attend the orientation session or complete a scheduled assignment during the first week of class will be reported to as a “No Show.”

Since this course is asynchronous in nature (meaning you don’t have to log into class at any specific time) attendance will be gauged on your discussion forum/weekly participation. Course tracking can be used to assess the amount of “attendance” in an online course.

Discussion Posts

Insert Discussion Post Requirements

Example

Since we are in the online environment for this course it is important that you follow netiquette procedures for all discussion posts:

Make posts that are on topic and within the scope of the course material/discussion at hand.

Always give proper credit when referencing or quoting another source.

Avoid short, generic replies such as, “I agree.” You should include why you agree/disagree or add to the previous point. If you disagree, you should express your differing opinion in a respectful manner, avoiding personal attacks.

Since we are online, it’s difficult to decipher sarcasm in its written form. Please do your best to avoid it, so it’s not taken the wrong way.

Be sure to read all messages in a thread before replying.

Take your posts seriously and review, edit, and proofread your posts before submission. Serious grammatical mistakes will distract from your post and may take away from the point you’re trying to make.

Submitting Assignments

Include any specific instructions you have for students to submit assignments, such as where or how they will be submitted (e.g., assignment feature, discussion board, etc.)

Incomplete Grade Policy

Insert Late Registration Policy

Late Work

Explain your policy clearly and directly.

Make-Up Work Policy

Insert Make-up Assignments Policy

Example:

Make-up assignments will be given only in the case of a documented medical or personal emergency. Questions in the make-up test may be different from the original questions. Make-up assignments will be given only in the case of a documented medical or personal emergency. Questions in the make-up test may be different from the original questions.

If something arises, that will prevent you from completing an assignment on time; please let me know ASAP. The sooner I know the easier it is to help you make it up. Not hearing from you for days on end after an assignment is late does not help your case.

Method of Evaluation (Edit to reflect your course)

The course is taught through delivered content, PowerPoint presentations, virtual discussion sessions, group activities, computer work, academic research, and other appropriate learning activities. Students are expected to complete the reading assignments by the due dates.

Course Evaluation

Explain your course evaluation process.

Grading Method & Scale

Insert breakout of how grades will be determined, including weighting used.

Example 1:

Course Grade

Exam 1 Week 2 75 points

Exam 2 Week 4 75 points

Exam 3 Week 8 75 points

Exam 4 Week 10 75 points

Mid-term Exam Week 6 100 points

Final Exam Finals Week 100 points

Homework Weekly 100 points

Group Project Week 13 100 points

Grading Scale

A 90% — 100% or 630—700 points

B 80% — 89% or 560—629 points

C 70% — 79% or 490—559 points

D 60% — 69% or 420—489 points

F Less than 59% or less than 420 points

Course Schedule

Include the course schedule. Explain Below.

Date	Assignments	Due Date
Week 1	Read Chapters 1 & 2. Post to the Discussion Board Topic. Respond to one classmate discussion post. Complete Week 1 Quiz.	Tuesday 5:00pm Thursday 5:00pm Saturday 11:59pm
Week 2		

***Course prefix and number

Instructor Name***

Page

Viewing Grades

***Include a statement about the timeframe of when students can expect grades here, and how they will be able to access them.

Example: Grades are available in the grade book within 72 hours of the due date.***

Student Expectation Statement

As an online learner with Clayton State University you are expected to follow these guidelines:

- Meet all appropriate deadlines.
- Use your Clayton email – the Clayton State University email is your official notification for all that goes on with your online program and events and notices related to the University.
- Be sure to read your email and keep all correspondence with staff and faculty for future reference.
- Make sure that your computer meets the technical requirements and that you have an adequate Internet connection. Students must have access to a working computer that they have administrator rights on and access to the Internet.
- Be sure to read and follow your syllabus.
- Be courteous, polite and respectful to your colleagues. Inappropriate behaviors and comments will not be tolerated.
- Be ethical in your coursework – Cheating, plagiarism, and other such behaviors will not be tolerated. Specific penalties will be determined by the faculty, and the consequences will adhere to University policy.

Participation Plan

Prompt and regular online participation is required to successfully complete this course. This is not a “correspondence course” in which a student may work at his/her pace. Each week there are assignments, online discussions, online activities and/or exams with **due dates**. Refer to the Course Schedule in the syllabus. Students in this course are expected to spend a *****minimum of two hours of preparation for each hour of class time*****. Please use this time to read the assigned material, complete all exercises, and read any supplemental material assigned. This course requires hard work, commitment, and focus from you. If you do not understand, ask! (See contact information below.)

Communication Plan

Instructor to Student

Instructors will respond to students' e-mail within **24-hours, Monday – Thursday, and within 48-hours Friday – Sunday**.

The instructor will provide feedback on assignments in **48-72 hours**.

The instructor will provide feedback on papers and project in **one week**.

Student to Instructor

Interaction will take place via e-mail, telephone, discussion board forums, comments on written assignments and office visits (if needed and possible). Note: The instructors strive to keep office hours as scheduled. Periodically, however, circumstances arise which require the office hours to change. Please schedule all meetings in advance.

The student will follow the guidelines of this syllabus and any additional information provided by the instructors.

Students are required to submit assignments as scheduled. The instructors will deduct points based on course policy (See Late Submissions.) If something arises that prevents you from completing an assignment on time, please let us know ASAP.

Student to Student

Please be respectful to fellow students and the instructors. Lively discussions, heated debates, and disagreements on the subject under discussion will not be allowed to escalate into arguments and personal criticisms. A student who fails to respond to reasonable instructor direction regarding online classroom behavior and/or behavior while participating in online classroom activities (e.g., discussion boards, synchronous activities, video conferencing, teamwork) may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of "F."

Student Support Services

Library Support

The CSU Library provides access to materials and services that support the academic programs for online and on-campus students. Information about Library services is available at this web address: <http://www.clayton.edu/library>. Also, the Library can be accessed by choosing the "Library" link from the University's homepage, www.clayton.edu.

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that is designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

HUB

If you need assistant with computer related issues, please call or visit the HUB. The HUB located on the ground level of the University Center, UC. Laptops should be configured before classes begin. You can also contact the HUB at 678-466-4357.

The Center for Academic Success (CAS)

CAS is dedicated to supporting the mission of Clayton State University by helping all Clayton State University students reach their academic potential. The CAS is located on the second floor of Edgewater Hall in Suite 276.

University Policies

All policies are available in the Student Handbook [at https://catalog.clayton.edu/student-handbook/](https://catalog.clayton.edu/student-handbook/)

Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The University reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class or class related activities will not be tolerated. This includes but is not limited to belligerent, abusive, profane, distracting and/or threatening behavior. Subtler forms of behavior may also negatively impact the teaching-learning process. Possible examples (as deemed appropriate by each individual instructor as they establish their own unique learning environments) are listed in the Possible Examples of Disruptive Behavior and Faculty Responsibilities section of this code and include but are not limited to: inappropriate attire, eating during class time, and unwillingness to participate in educational activities, in some cases, may significantly impact the instructor's ability to conduct the class. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class.

No Show

It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session (in person or by electronic equivalent) by the posted deadline on the academic calendar is a “no show.” For students enrolled in an online course, the instructor will provide details on how online attendance will be verified. Registration will be canceled for any student who is submitted to the Registrar’s Office as a “no show.” The “no show” student will not be charged tuition for the canceled course. However, there may be serious financial aid consequences for students who are receiving financial aid, since this will reduce the number of enrolled credit hours.

Peer to Peer File Sharing (P2P)/Copyright Infringement

Unauthorized sharing of copyrighted materials is a violation of Clayton State’s and the Georgia Board of Regents' Acceptable Usage Policies. Additional information is available on these websites:

<https://www.clayton.edu/policy/its-library.php>

Plagiarism and Misrepresentation of Work

No student will represent the work of others as his or her own. Themes, essays, term papers, tests, presentations and other similar assignments must be the work of the student submitting them. When direct quotations are used, they must be indicated with quotation marks, and when the ideas of another are incorporated, they must be appropriately cited. No student will submit the same assignment for two courses without the prior consent of the instructor.

Student Code of Conduct

Behavior that disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found in the Student Handbook.