

SYLLABUS – Insert Course Title Here

Instructor

Course Number XXXXXX.XXX

Term and Dates

E-mail firstname.lastname@goucher.edu

Telephone

Zoom Meeting Room (optional office hours)

# Welcome to our Course!

[In the book, “What the Best College Teachers Do,” author Ken Bain suggests that learners are most likely to learn deeply when they try to answer a question they come to appreciate as beautiful or valuable. So, you might use this section to compose a promise about what you and the course will impart to the students, and what major questions the course will answer. You could include a few words about what students will engage in to realize the promise.]

# Main Course Topics

1.

2.

3.

4.

5.

6.

7.

# Program Objectives

The online [title of program] will prepare scholars and practitioners to -

* …
* …
* …
* …

# Course Objectives

At the conclusion of this course, you will be able to do the following: [[help](http://www.nwlink.com/~donclark/hrd/templates/objectivetool.html) composing objectives]

1. [Insert a measurable objective that begins with a verb – do not use verbs like understand, appreciate, learn, know…]
2. [insert an objective that begins with a verb]
3. [insert an objective that begins with a verb]
4. [insert an objective that begins with a verb]
5. [insert an objective that begins with a verb]
6. [insert an objective that begins with a verb]
7. [insert an objective that begins with a verb]

# Required Readings

[List readings that will stimulate the students’ interest and imagination. Insert bibliographic info. State where textbook/s can be ordered.]

# Course Format [sample components – replace with yours]

* 8 mini-lectures/framing notes, recorded using the “Arc” screencast tool (video + PowerPoint)
* Asynchronous discussion sessions
* 1 online quiz
* 1 group exercise
* 3 short papers
* Final project including student presentations
* Assigned readings
* Online links to videos and reading resources

# Assignment Descriptions

[Provide details about individual assignments]

# Grading [sample text – revise]

|  |  |
| --- | --- |
| **Course components** | **Percent (or points)** |
| Discussion and participation | 15% |
| Quiz | 5% |
| Group exercise | 10% |
| 3 short papers | 30% |
| Final project with student presentations | 40% |
| Total | 100% |

# Grade Scale [sample text – revise]

|  |  |
| --- | --- |
| A | 90 or more points |
| B | 80- 89 points |
| B- | 80 - 89 points |
| C | 70 - 79 points |
| F | 69 points and below |

# Course Policies

Academic Integrity:

All final work products are to be the independent work of each student original to this course. Suspected violations of the [Academic Honor Code](http://www.goucher.edu/learn/provost/academic-honor-code) will be referred to the Academic Honor Board.

Accessibility Services:

Please inform your instructor about any accommodations you need to participate fully in the course. Goucher College makes reasonable academic accommodations for students with documented disabilities. Students requesting accommodations must make their request and provide appropriate documentation to the Office of Accessibility Services (OAS). Because classes change every semester, eligible students must obtain a new accommodation letter from the Disabilities Specialist every semester and review this letter with their professors so the accommodations can be implemented. The Director of OAS is available by appointment to answer questions and discuss any implementation issues you may have. For more information, please visit Goucher College’s [Academic Accommodations](http://www.goucher.edu/experience/accessibility-services/accommodations-and-services/academic-accomodations) site.

Communication:

* Faculty will be available at their Goucher email address and will respond to queries within 24 hours.
* Course participants are responsible for maintaining continuous involvement with faculty, fellow students and student groups. In particular, participation in all online discussions is required. Ongoing communication allows you to gain deeper insights into the content, activities and assignments in the course. Please give notice of any obstacle that prevents this.
* You are encouraged to ask questions whenever information needs clarifying.
* For questions pertaining to your assignments: send an email directly to the instructor (please do not post personal questions in a discussion forum).
* For questions about assignments that may be interesting and helpful to other class members: please use a discussion forum.
* For problems with technical aspects of the Canvas course website: chat with [Canvas Support](https://cases.canvaslms.com/liveagentchat?chattype=admin).

E2Campus Emergency Notification System:

In an ongoing effort to better disseminate information during emergencies and campus closings, Goucher has implemented the e2Campus Notification System. The notification system will only send information regarding emergencies and campus closings as text messages to your mobile phone. To receive these messages, you must be registered in the system. Click the following link for information about how to create your [E2Campus account](http://www.goucher.edu/public-safety/e2campus-emergency-notification-system/faq).

Inclement Weather:

Online courses will not be cancelled for inclement weather when the college campus is closed. Students and faculty are expected to access their courses just as they would if the campus were open. Each faculty member and student is expected to have a contingency plan for attending online courses in case their primary computer is unavailable or out of service. Additionally, the online component of a residency or hybrid course is not affected when the college campus is closed for inclement weather, although if the residency or hybrid course has a face-to-face meeting scheduled on the closed campus, the meeting will be rescheduled for another day. The course instructor will notify students of the makeup day and time. Only in extreme situations, such as wide spread power outages, may exceptions to this policy be made by the Office of the Provost/Vice President of Academic Affairs. In such severe cases, an official statement concerning online activities will be issued via normal emergency channels.

Late Policy:

For proper graduate student learning to occur, pacing of content mastery is critical. Therefore, assignments are to be completed on time. If extreme circumstances prevent an assignment to be completed in a timely fashion, please notify me before the assignment is due so a new date can be negotiated. Only follow-ups completed by the due date can be redone. Late assignments without such notification will be docked one point per day.

Missed Work:

You are responsible for material covered in the course. It is your sole responsibility to obtain any materials missed.

Nondiscrimination Policy:

Goucher College does not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, disability, marital status or genetic information in its programs and activities. The college has adopted a [Nondiscrimination Policy](http://www.goucher.edu/legal-counsel/documents/Nondiscrimination-Policy.pdf). Further details and contact information for the college’s Title IX coordinator can be found on [Goucher’s Nondiscrimination Notice and Policy page](http://www.goucher.edu/legal-counsel/policies-and-procedures/nondiscrimination-notice-and-policy).

Religious Observation Policy:

If you need to request accommodation for religious observance, fill out the [Religious Observation Form](http://www.goucher.edu/experience/getting-involved/religious-and-spiritual-life/documents/religious-holidays/Religious-Observance-Form.pdf) and submit it to your instructor as soon as possible and at least two weeks before the observance. If you communicate in a timely manner and complete any mutually agreed upon make-up work, any such absences or schedule changes will be excused and will not adversely affect your grade.

Resources:

Students in Goucher College’s graduate programs are provided with and encouraged to use the following resources:

* [Academic Accommodations](http://www.goucher.edu/experience/accessibility-services/accommodations-and-services/academic-accomodations)
* [Financial Aid Office](https://www.goucher.edu/financial-aid/contact-us)
* [Career Education](https://www.goucher.edu/career-education-office/)
* [Student Support and Outreach](https://www.goucher.edu/experience/staying-healthy/student-support-and-outreach/)
* [Library](https://www.goucher.edu/library/)
* [Writing Center](https://www.goucher.edu/learn/academic-support-and-resources/writing-center/)
* [myGoucher](https://www.goucher.edu/information-technology/accounts-and-access/mygoucher/)
* [Distance Learning Resources](https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/)

SCHEDULE

List all course activities, including lectures, live synchronous meetings, asynchronous discussions, quizzes, exams, projects. Insert opening dates and due dates. Add or delete rows as needed.

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| **Opening Dates** | **Description** | **Due Dates** |
| WEEK 1 - (insert topic and dates) | | |
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| WEEK 2 - (insert topic and dates) | | |
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| WEEK 3 - (insert topic and dates) | | |
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| WEEK 4 - (insert topic and dates) | | |
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| WEEK 5 - (insert topic and dates) | | |
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| WEEK 6 - (insert topic and dates) | | |
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| WEEK 7 - (insert topic and dates) | | |
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| WEEK 8 - (insert topic and dates) | | |
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