# [Enter course name - Syllabus]

[Enter course name, number, and semester or term here.]

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor | [Type your name here] | Phone | [Type your phone number here] |
| Office | [Type your office location here] | E-mail | [Type your e-mail address here] |
| Course Modality, Meeting Days and Time | [List course modality and any scheduled meeting days/times |
| Office Hours | [List virtual office hours |

### **Catalog Description:**

[Copy the description of your course from the catalog here.]

### **Credit Hour Policy Statement:**

Independent study, online, hybrid, or accelerated:

 “This class meets the federal credit hour policy of 3 hours of supervised study per week for approximately 15 weeks for each hour of credit, or a total of 45-75 hours for each credit. For this 3 credit course students are expected to devote a minimum of 135 hours.” (Def 2)

*It is recommended that time estimates for student completion of course activities be included in the syllabus. Greater detail is recommended for courses occurring within a condensed timeframe.*

### **General Education Requirements:** [Choose an outcome]

This course meets the General Education requirements for [Choose an overlay].

*\*\*\*ACTION: If the course does not meet a general education requirement, delete this item in its entirety. If this course does meet a general education requirement, select the outcome and overlay in the drop down fields above and then delete this note.*

### **Course Learning Objectives:**

[List learning outcomes here.]

### **Methods of Instructions:**

[Provide information here.]

### **Withdrawal and Attendance policies:**

Attendance in an online course consists of active participation in course activities. This may include, but is not limited to: contributing to an online discussion, submitting an assignment, or taking a quiz or exam. Logging into Blackboard does not count toward class attendance.

[[Articulate the specifics of what this means in this class.]]

### **Grading Criteria:**

[Provide information here.]

### **Complaints, Grievances, and Appeals:**

### The University of Evansville seeks to resolve all student concerns in a timely and effective manner through policies and processes documented in the University Course Catalog, Student Handbook, and Faculty Manual. The University expects its students to follow documented procedures to address academic and student-related issues and concerns for the formal resolution of complaints and directs students to the appropriate resources. [Ace Answers](https://myue.evansville.edu/ICI/AceAnswers/Pages/default.aspx) is available as a channel for addressing concerns that fall outside of formally documented policies. Formal grievance and complaint procedures are available on the [UE website](https://www.evansville.edu/student-financial-services/downloads/grievance-and-complaint-procedures.pdf). The Campus Conduct Hotline provides an additional medium through which University Community Members can report matters of concern to management. The Hotline is provided by the University's insurance provider, Educational & Institutional Administrators, Inc. (EIIA). All calls are received directly by EIIA, thus allowing for anonymity if the caller desires. A summary of the call is then provided back to the University's Assistant Vice President of Fiscal Affairs and Chairman of the Audit Committee for further consideration of the report. The Hotline number is 1-866-943-5787.

### **Disability Policy:**

It is the policy and practice of the University of Evansville to make reasonable accommodations for students with properly documented disabilities. Students should contact the Office of Disability Services at 812-488-2663 to seek services or accommodations for disabilities. Written notification to faculty from the Office of Disability Services is required for academic accommodations.

### **Honor Code:**

All students at the University of Evansville agree to the University honor code: *I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.* Be aware that this statement applies equally to online courses. Assistance outside the scope of what is explicitly stated as acceptable by the instructor will be considered an honor code violation. If you have any questions about what constitutes acceptable aid, contact the instructor.

[It may be helpful to provide examples and to define, for your class, exactly what is meant by unauthorized aid.]

### **Course Schedule:**

[Schedule with Topics and Assignments: Provide a list with sufficient detail to justify time requirements.]

**Technology Policy:**

Participation in an online or hybrid course requires regular access to a computer with an internet connection. While some class activities can be completed on a mobile device, many cannot and it is the responsibility of the student to ensure that access to a computer and the internet is maintained throughout the entirety of the course.

[Also note here if students will need any specific tools such as a microphone or webcam.]

In the event that a student cannot complete an assignment because of a technology difficulty, the student is expected to first contact the instructor via the preferred method of communication to ensure that the instructor is made aware of the situation. The student can then contact the Office of Technology Services (OTS), through the online [Help Desk](http://help.evansville.edu/Login.jsp) or by phone at (812) 488-2077, to submit an incident and work toward a resolution.

**Communication Policy:**

In an online course, it is expected that there will be regular and substantive interaction between the faculty member and the student, as well as among students. The instructor will frequently and regularly initiate communication with students and it is expected that students reciprocate this communication. Students are also expected to actively participate in course discussions and collaborate with other students according to course policies and assignment instructions to achieve course learning outcomes.

[Provide personal expectations for responses to student communication, e.g., “I will respond to e-mail within 24 hours.”]

## Student Resources:

Whether taking classes online or face-to-face, all students have access to support resources. Click on the links below to learn more what each resource has to offer and how to contact each department.

[University Libraries](https://www.evansville.edu/libraries/): Conduct research, access resources, and contact librarians for any research related help. Note that you will need a library barcode to access library resources off campus. To receive a barcode, contact library staff at library@evansville.edu.

[Academic Services](https://www.evansville.edu/advising/): Contact the Center for Academic Advising to connect with academic support services including supplemental instruction, tutoring, and time management and study skills help.

[Writing Center](https://www.evansville.edu/writingcenter/) : The Writing Center provides access to writing resources, appointments for one-on-one writing help, and assistance with any stage of the writing process.

[Counseling Services](https://www.evansville.edu/counseling/): Counseling Services strive to help students overcome any interpersonal, psychological, and developmental issues. Contact Counseling Services for any of your individual counseling and personal development needs. Also see [Online Class Success](https://www.evansville.edu/counseling/downloads/Online-Class-Success.pdf) tips from the Office of Counseling and Disability Services.

[Center for Career Development](https://www.evansville.edu/careercenter/): The Center for Career Development provides comprehensive career development services to UE students and alumni. Contact the Career Center for assistance in every stage of your career development and visit their website for career resources.

[Office of Institutional Equity/Title IX](https://www.evansville.edu/offices/titleix/): The University of Evansville is committed to providing an educational, living, and working environment free of discrimination. Title IX Resources available to students, as well as sexual misconduct education and prevention information, are outlined extensively on the [UE Website](https://www.evansville.edu/offices/deanstudents/sexualMisconduct.cfm).

Blackboard Guides: Blackboard is the University of Evansville’s course management system for online courses. Guides on using Blackboard can be found through [MyUE under important campus information](https://myue.evansville.edu/ICI/BB/Pages/default.aspx).