|  |  |
| --- | --- |
|  | Course Number – Course Name |

### Instructor & Contact Info

Name:

Cell: xxx-xxx-xxxx [it’s not required to give out a personal phone number]

Email – doej@slu.edu

Virtual office hours:

**Course Prerequisite**

None or list what it is

### Required Text & Materials

Title: xxxxxxxxx

ISBN: xxxxxxxxx

**Course Description**

Course description goes here. [Please do not change the course description.]

### Course Objectives( Written by the Director of the Program & will be provided-*please obtain*)

At the conclusion of this course, students will be able to:

* a
* b
* c
* d
* e
* f

**Time Expectations and Grading**

Students should be prepared to spend between [x-x] hours per week on work for this course. The course’s accelerated nature demands that students stay on top of work and communicate with the instructor as soon as any problems or concerns arise. Most assignments will be graded within 3 days of submission, however, for some assignments, please allow up to 7 days for feedback and grades.

### Course Delivery/Methodology

This course is delivered [fully online/as a hybrid course/face-to-face]. Students registered in this course will be responsible to participate in the course in the following ways:

**\*Instructor Note: Use only the ones appropriate for your course/discipline. Add additional practices that may not be covered here. Delete the rest along with this note\***

**Student Introduction** – The “Introduce Yourself” discussion post will be used to give your Professor and your classmates a little background information about yourself. This discussion post will also be used to verify your attendance in this course. For this reason, it is mandatory for you to complete this by **Wednesday of week 1 by 12 PM.**

**Readings** – All readings assigned for class should be read at least once. In an ideal world, you would read the works more than once. With some of the more difficult works, be prepared to read passages several times.

**Discussion Board/ Participation** –This class is designed as a small, interactive community of learners. The participation grade will be based on your contributions to the online discussions; see the rubric attached to each discussion board for more on what’s expected in discussions and how your posts will be graded. Late posts will not be given credit unless there is an extenuating circumstance, and the student has informed the instructor of the situation. The instructor may delete posts he or she finds offensive to others and will notify the student of the deletion.

**Quizzes/Exams** – Quizzes and exams will be given as necessary to validate students’ understanding of the material being presented in the course.

**Lab Assignments** – Lab assignments will be used to provide hands-on activities with [xxxx]

**Papers/Essays** – You will write [x] formal papers/essays for this class. [essay details follow]

**Final [Project/Paper/Exam]** –A final research project/paper/exam on xxxxx.

**Late Assignments**

Please refer to the course calendar for assignment due dates. All assignments are due by [time] of the date listed on the calendar. Late assignments will not be accepted.

### Course Grading

|  |  |  |
| --- | --- | --- |
| **Component** | **Points** | **Total** |
| Introduce Yourself Discussion Post | x | x |
| X | x | x |
| X | x | x |
| x | x | x |
| X | x | x |
| X | x | x |
| Total |  | x |

|  |
| --- |
| **Letter Grade Assignment** |
| 94 to 100 = A |
| 90 to 93 = A- |
| 87 to 89 = B+ |
| 84 to 86 = B |
| 80 to 83 = B- |
| 77 to 79 = C+ |
| 70 to 76 = C |
| 60 to 69 = D |
| 0 to 59 = F  FQ - The grade of FQ should be given to those students who had ceased attending/participating a course and as a result earned a failing grade. |

**SPS Attendance Policy (for Online Classes)**

Your success in this course will heavily depend on your participation in the virtual classroom. You are expected to follow the participation guidelines laid out by your instructor, which may require an average **of [XX]** hours per week, working inside and outside of the virtual classroom. Not participating in the online course for one week will constitute one “absence” from the course. Not participating in the course for any two weeks during the term may result in a failing grade. If you are unable to participate in the virtual classroom in a given week, you must notify the instructor in advance. The instructor reserves the right to make judgment on accepting and/or making–up assignments missed because of absence from the virtual classroom. Absences will be excused only in extraordinary circumstances.

**Standard SPS Course Policies and Resources**

SPS utilizes some standard course policies and resources for all its courses. These policies and resources (listed below) can be found on Saint Louis University’s and SPS’ websites and have been included in all Canvas courses under “Policies and Resources” on the homepage of your course.

1. Academic Integrity
2. Academic Support
3. Academic Accommodations
4. Institutional Equity and Diversity
5. Title IX Statement
6. SLU Mission Statement

**Student Course Recording Policy:**

Saint Louis University prohibits recording and transmission of classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or University policy. Violation of this policy may subject a student to disciplinary action under the University’s Student Handbook.

**Professional Student Conduct**

Students are expected to treat their fellow students, instructor, academic coaches, staff and all other SLU/SPS members- with respect and professional courtesy. Communication in the course, therefore, should be formal in tone, and sensitive to diversity of opinions, cultural and ethnic backgrounds, religious beliefs, sexual orientations, and other dimensions of individual differences. Deliberately offensive communication may entail penalties consistent with established SLU policies and procedures."

**Standard SPS Grading Rubrics**

The standard SPS rubrics used for evaluating discussion board responses, journal entries, and general writing assignments will be attached with every discussion board, assignment, journal or blog.

**Course Evaluation**

In the last two weeks of the course, you will be provided with an opportunity to evaluate this course and your instructor. The School for Professional Studies uses an online course evaluation tool called Blue. Near the end of the session, you will receive an announcement letting you know that the evaluation is available in the course. Your participation in the evaluation process is an integral part of this course, and your feedback is vital to improving education at the School for Professional Studies.

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| --- | --- |
|  | Course Number – Course Name  Calendar |

**Note**: This schedule is subject to change at the instructor’s discretion; such changes will be announced on Canvas, and a revised schedule will be distributed if necessary. It is the student’s responsibility to be aware of changes in policies or schedules. Activities and assignments will be described in more detail in the Weekly Modules in Canvas.

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Topics | Book | Assignments & Assessments |
| 1  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 2  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 3  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 4  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 5  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 6  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 7  Month/  Date | xxx | Ch. x | Discussion Board x  Quiz x  Journal x  Lab Assignment x |
| 8  Month/  Date | xxx |  | Final [Project/Paper/Exam] |