Course Name

# Course Information

**Course Number and Section:**

**Semester and Year:**

**Credits:**

**Course Dates:**

**Class Meeting Times:**

**Pre-requisites:** You must complete the self-paced, [**Student Guide to Canvas**](https://lasalle.instructure.com/courses/111) and the [**Online Student Orientation**](https://lasalle.instructure.com/courses/14348) in order to participate in this fully online course.

# Instructor Information

**Instructor:**

**Email:**

**Phone:**

**Office Location:**

**Office Hours:**

**Best way to contact me:**

**Department or Program Information:**

# Course Catalog Description

## Student Learning Outcomes

By the end of this course, you will be able to:

1.

2.

3.

4.

5.

## Instructional Methods

This course uses online assignments, quizzes and discussion to foster learning. Your participation is key to your success. Discussing issues, raising and answering questions, and offering critical analysis are all ways you can show full engagement in this course. Citation is expected when referencing academic resources. It is important to manage your time throughout the week.

## Instructional Technologies

1.    You will find all of our course materials on Canvas which is accessible from the Tools menu in the [my.lasalle.edu](http://my.lasalle.edu) portal.

2.    We use the Microsoft Office 365 suite to create and share documents and presentations.

3.    We use Zoom for our synchronous sessions. Please check Canvas for details about those sessions.

4.    All email communication should be conducted using your official La Salle email address.

## Required Technical Skills

5.    Communicate via email including sending attachments

6.    Navigate the Internet using a Web browser such as Google Chrome, Safari or Firefox

7.    Be willing to learn how to communicate using a discussion board and upload assignments to a classroom Canvas course

8.    Be comfortable uploading and downloading saved files

9.    Have easy access to the Internet

# Course Materials

Required Readings

*Include full citation information. Include ISBN for any books.*

## Required Materials

In order to participate in the online components of this course, you must have access to a

* laptop or desktop (Mac, Windows PC, or Chromebook) with an up-to-date operating system
* [Canvas-supported](https://community.canvaslms.com/docs/DOC-1284) Internet browser ([Firefox](https://www.mozilla.org/en-US/firefox/new/) or [Chrome](http://www.google.com/chrome/) are recommended)
* high-speed Internet connection
* headset with a microphone for synchronous sessions.

For more information about what you need for Canvas, including information about screen reader requirements, please visit [computer specifications](https://community.canvaslms.com/docs/DOC-2059).

Keep in mind that while you can use mobile devices to access course content and online meetings, you may find that the Canvas apps lack the features and functionality you need to participate fully.

## Recommended Readings

These will be posted in Canvas.

## Recommended Materials

# Course Schedule

This course begins on and ends on . The course week begins on Monday at 12:00AM, ET, and ends on Sunday at 11:59PM, ET. The last day to withdraw from this course is .

## Direct Contact Hours

According to the Middle States Commission on Higher Education’s Credit Hour Policy, the total amount of time spent during the duration of a 3-credit course is 42 hours of class time (direct contact with instructor) and roughly 84 hours spent outside of class (student preparation). In an online or hybrid course, direct contact hours also include online activities that engage students during the weeks when the class does not meet in person. The chart below provides an estimate of the direct contact hours for both in-person and online activities in this course.

|  |  |
| --- | --- |
| Activity | Direct Contact Hours |
| Lectures (Live or Video Recorded) |  |
| Discussion Forums |  |
| Synchronous Meetings |  |
| Case Study/Field Study/Simulations |  |
| Office Hours |  |
| Quizzes (Final Exams not included) |  |
| Presentations |  |
| Journals/Blogs |  |
| Online Resources/Computer-Based Training |  |
| Group Projects/Peer Review |  |

## Weekly Schedule

The chart below provides an outline of the general weekly schedule of course activities.Each week will have content and activities for students regardless of whether or not there is a class meeting that week.

| Week/Date | Topic | Readings/Videos | Activities/Assignments |
| --- | --- | --- | --- |
| Week 1 |  |  | *Make sure to include due dates for activities and assignments as well as the dates and times for any scheduled, online or in-person meetings.* |
| Week 2 |  |  |  |
| Week 3 |  |  |  |
| Week 4 |  |  |  |
| Week 5 |  |  |  |
| Week 6 |  |  |  |
| Week 7 |  |  |  |
| Week 8 |  |  |  |

# Grading Methods and Evaluation

## Assessment Methods

*Provide clear and explicit explanations about how you’ll evaluate student performance. Activities and assessments should align with the course’s stated student learning outcomes. If using weighted grades, include percent of final grade for all required course activities/assignments/tests.*

*Also, provide the performance evaluation instruments used in this course (rubrics, checklists, etc.) and information about learning resources such as study groups, review sessions, tutoring, etc.*

## Grading Scale

*Provide the grading scale for this course. See the Undergraduate Catalog and the Graduate Catalog with numeric grades as specified by College/Schools/Faculty member*.

## Feedback on Assignments

*Provide the specific timeframe and frequency of when students can expect instructor feedback and grades on assignment submissions. If it is necessary to alter the instructor response time during the course, be sure to clearly communicate the adjustment to learners.*

# Responsibilities and Expectations (Course Policies)

## Attendance and Participation

Be on time for all classes, activities, and actively participate in classroom discussion. Review the assigned readings prior to class activities and take the initiative in seeking information, advice, and support if you have any problems or issues. Notify faculty if you are going to be late or miss a class as soon as possible and provide reasons and supporting documentation for absences.

## Late Work and Missing Assignments

Complete and submit all coursework on time. If you need additional time, ask for it in advance of the due date.

## Changes to the Syllabus

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the faculty member to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. The faculty member will give notice when changes to the syllabus are made.

## Student Responsibility Statement

Academic standards and rigor in all courses offered at La Salle, whether face-to-face, online or hybrid, should be equivalent regardless of the modality of the course. Student success, particularly in an online or hybrid course, is dependent on the individual student’s intrinsic motivation, ability to be a self-regulated learner, and technology skills.

All courses, especially online and hybrid courses, require you to take initiative to complete coursework on your own and in groups without the direct supervision of the professor. You will be expected to study and complete assignments independently as well as logging into the Canvas course daily to participate in online discussions, group work, and synchronous meetings regularly. If you encounter any technical difficulties when trying to access coursework online, you should notify the instructor immediately as well as contact the Helpdesk@lasalle.edu for technical support.

## Communication Policy

The instructor will periodically send out emails and post messages and announcements on Canvas to remind students of deadlines or readings, to provide details on assignments and examinations, and to tell students about university events of interest. It is the student’s responsibility to check their university emails on a regular basis to stay informed. There will be no allowances made for a failure to read your official University email. Similarly, the student must also be certain that they are receiving appropriate notifications from Canvas.

The instructor will make every effort to respond to your messages within 24 – 48 hours during the work week and within 48 hours for emails sent on the weekend or holidays. It is the expectation that you will adhere to these timeframes as well when communicated with the instructor or classmates about matters pertaining to your coursework in this class.

## Online Etiquette

La Salle University is committed to providing courses that meet the highest standards of excellence with the mission of preparing students to become productive members of society and good citizens of the world. As such, **students are expected to maintain a standard of conduct**.

A challenge in the online interactions is understanding the meaning of communications without the visual and auditory clues from the speaker. The guidelines below provide some basic guidelines about how to behave in an online format. In addition to these basics, please remember that **this is an academic course** where much of the work is taking place online. **It is not the same as communicating with friends via social media, nor is it equivalent to sending text messages to friends or colleagues.**

These guidelines below will help you reduce online miscommunications in this course.

* **Avoid Using Capital Letters.** Capital letters and exclamation points give the impression of shouting. To emphasize a point, use bold type or asterisks around a word.
* **Make the Connection.** Remember, like you, someone is on the other side of an email or discussion post. Communicate with fellow participants as you would in a face-to-face course.
* **Be Professional.** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling and be clear, concise and intelligent. Avoid personal attacks and offensive language.
* **Have Opinions.** Everyone is entitled to have an opinion. In discussion forums, everyone is encouraged to share them.
* **Respect Disagreement.** People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
* **Ask Questions.** Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
* **Be Forgiving.** For the majority of participants, online communication is straight forward. Sometimes unintended meanings are conveyed. If you feel that the communication in your online course is particularly egregious or offensive, you should notify the instructor privately.

# University Policies and Resources

You will find links to important polices and resources in our Canvas course. See the links below or go to Canvas and click on **Help** at the bottom of the global navigation menu or on **Getting Help** in the course navigation menu.

* [American Disability Act of 1990](http://www.ada.gov)
* [Academic Integrity Policy](https://wa3.lasalle.edu/channels/docs/get.php?id=350)
* [Student Guide to Rights and Responsibilities](http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/)
* [Technology Help and Support](http://www.lasalle.edu/technology/)
* [Classroom Accommodations](http://www.lasalle.edu/academiclearningsupport/classroom-accommodations/)
* [Center for Academic Achievement](http://wp.lasalle.edu/learningsupport/)
* [Connelly Library](http://library.lasalle.edu/)
* [Student Counseling Center](https://www.lasalle.edu/student-life/student-counseling-center/)