

Course Name
Course Number
Course Semester
Delivery format: Online



Instructor Information

Instructor: Name
E-mail:
Office hours:

Course Details

Course Prerequisites or Co-Requisites

Add prerequisites or co-requisites here.

Course Description

Add course description here.

Course Learning Objectives

#	LEARNING OBJECTIVE	DIRECT/INDIRECT ASSESSMENT TOOL
1	Add objective here.	Add assessment here.
2	Add objective here.	Add assessment here.
3	Add objective here.	Add assessment here.
4	Add objective here.	Add assessment here.
5	Add objective here.	Add assessment here.

Required Course Materials

Add materials here.

Course Technology Requirements

This course requires the use of Canvas to access materials and submit assignments. Videos posted via Canvas require the use of speakers or headphones. The instructor may utilize web-conferencing tools to deliver synchronous material. In order to participate in synchronous sessions (should they exist), you should have a computer, a webcam, headphones and microphone.

This course requires the use of Microsoft Office (i.e., Word, Excel, PowerPoint). Students can gain access to these materials by visiting the following website: [Materials for Microsoft Office](#).

Students should check Canvas and their [Temple email](#) daily for course updates.

All students are required to comply with Temple University's [Computer and Network Security Policy](#)

Accessibility of course technologies

- [Canvas](#)
- [Webex](#)
- [Big Blue Button](#)

Instructional Methods

Online asynchronous/synchronous-based activities.

Add other instructional methods here. Possible Instructional Methods: Readings, video-based lectures, individual activities, discussion boards.

Course Communications

To facilitate communication, the university requires you to have an e-mail account ending in @temple.edu.

During the semester, I will generally respond to emails within 24 hours of receiving them during the week and with 48 hours on weekends.

Course Schedule

Module	Title	Content	Assignments
1	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
2	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
3	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
4	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
5	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
6	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
7	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
8	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here

9	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
10	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
11	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
12	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
13	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
14	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here
15	Add title here	?/? - ?/?	Add assignment 1 here Add assignment 2 here

Grades & Assignments

Grading

Scale

A 94 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59
A- 90 - 93.	B 84 - 86	C 74 - 76	D 64 - 67	
	B- 80 - 83	C- 70 - 73	D- 60 - 63	

Assignment Weighting

- Assignment 1: 20%
- Assignment 2: 20%
- Assignment 3: 20%
- Assignment 4: 20%
- Assignment 5: 20%

Overview of Assignments

- Assignment 1: Explain assignment here...
- Assignment 2: Explain assignment here...
- Assignment 3: Explain assignment here...
- Assignment 4: Explain assignment here...
- Assignment 5: Explain assignment here...

Rubrics and Grading Procedures

Rubrics are utilized throughout the semester for most of your assignments. You will be able to access the rubrics from any assignment that will be scored with one. Below is a list of rubrics used this semester:

Sample Rubric 1
Sample Rubric 2
Sample Rubric 3
Sample Rubric 4
Sample Rubric 5

Add any further grading details here...

Policies & Services

General Policies

All [Temple University Academic Policies](#) will be upheld.

The [General Education Policies and Requirements](#) details program expectations.

Course Minimum Grade

Although D- is a passing grade, a minimum grade of C- is required in General Education courses and, in many programs, courses required by the major.

For more information, please see [Temple University's Academic Policies on Grades and Grading](#).

Incomplete

A student will be eligible for a grade of "Incomplete" only if he/she: 1) has completed at least 51% of the work at a passing level, 2) is unable to complete the work for a serious reason beyond his or her control, and 3) files a signed agreement with the instructor outlining the work to be completed and the timeframe in which that work will be completed. The student is responsible for initiating this process and all incomplete forms must be sent to the Associate Dean for Academic Affairs prior to the start of study days in that semester.

Please refer to the following link for more details. [Temple University's Incomplete Policy](#). (Policy #02.10.13)

Withdrawal from the Course

If a student wishes to withdraw from a course, it is the student's responsibility to meet the deadline for the last day to withdraw within the current semester. Please visit the [Temple University's Academic Calendars](#) to view important dates. Please consult the [University policy on withdrawals](#). (Policy #02.10.12)

Statement on Academic Rights & Responsibilities

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has a policy on [Student and Faculty Academic Rights and Responsibilities](#) (Policy #03.70.02).

Netiquette

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual.

Our differences, some of which are outlined in the University's [nondiscrimination statement](#), will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course atmosphere.

Disability Disclosure Statement

Any student who has a need for accommodation based on the impact of a documented disability should contact Disability Resources and Services (DRS), Ritter Annex 100, (215) 204-1280 or 215-204-1786 (TTY) or drs@temple.edu, to make arrangements. Students requesting accommodations should meet with the instructor as soon as possible after the start of classes to discuss their needs and to provide documentation from DRS. Accommodations are not retroactive.

Technical Support

For a listing of technical support services available to Temple University students, see the [General Education Program's Tech Support page](#).

Counseling Services

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These concerns or stressful events may lead to diminished academic performance and ability to participate in daily activities. Counseling services are available to assist you. Please contact the [Tuttleman Counseling Center](#).

Academic Honesty

According to the University Student Code of Conduct, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. Violations may result in failing the assignment and/or failing the course, and/or other

sanctions as enumerated in the [University Code of Conduct](#).

Continuity of Instruction in Event of Emergency

Students are to register for the TUAAlert System to be made aware of University closures due to weather or other emergency situations and follow all additional university-wide emergency instruction. To register please visit the following link: [Campus Safety Services](#).

In the event of an emergency, class materials/instructions will be provided in a web-based format via Canvas, Big Blue Button or Web Ex. Students registered for the class will be alerted to any alternate testing procedures and submission of assignment requirements from the instructor via email.