**(Course Title and Number)**

**Course Syllabus**

*A clear, detailed syllabus is the foundation of a successful course. Written well, it can prevent student confusion and instructor frustration. Modify the following components to best suit your needs. Remember, it’s better to explain rather than assume students will know.*

# Course Description

Introduction to the course subject and a course description.

Credit hours.

Prerequisites/co-requisites.

# Course Format

Explain the hybrid/online delivery of the course. For example, this course will be taught entirely online through Blackboard Learn. There will be no class meetings on campus.

Navigation Instructions: When you log in to Blackboard you will arrive at the (insert your course landing page name here). Use the course menu on the left side of your screen to go to other locations in the course. To learn more about each of the links, start with the Course Roadmap, which gives a brief explanation of all the course locations. Add any other details you may want to include here.

# Contact Information

Instructor Name, Title

Department

Office Location

Phone Number

Email Address

# Communication Plan

Explain preferred method of communication, frequency of checking email, expected response times, office hours, emergency communication plan, and other resources such as Teaching Assistants info. Explain face-to-face or virtual office hour options. Use the discussion board to create a space for asking questions as a class to minimize one-on-one, direct communications.

# Course Goals and Objectives

The goal of this course is to… By the end of the course, students will have the knowledge and/or skills to:

* List your measurable objective here.
* List your measurable objective here.
* List your measurable objective here.
* List your measurable objective here.

# Course Materials

Textbook information, additional readings, and any materials.

* Textbook: *Title*

Author:

ISBN:

Links to Purchase:

* Online Tools or Subscriptions:
* Various assigned readings and articles posted on Blackboard. Mind copyright laws that support linking to content rather than uploading it into your course and contact your librarian for assistance. Contact the library for Course Reserves: <http://lib.utsa.edu/find-information/course-reserves/?/Services/Reserves/>.

# Technology Requirements

* Basic computer skills.
* Computer with speakers or headphones. You can use your own computer or one campus.
* Internet access. Wired connection recommended for online tests.
* Supported web browser: Internet Explorer, Firefox, Safari, or Chrome
* Run the Blackboard Browser Check at <http://utsa.blackboard.com>.
* Download and install all required plugins.

# Tech Support

The instructor is responsible for their Blackboard course and should explain to students that they are the students’ contact when there are course related issues such as trouble accessing content or completing an assignment. OITConnect does not have access to courses, but can provide general technical support for issues such as browser configurations and installing plugin required to ensure Blackboard runs accurately. Tests are a common topic of concern, as the instructor must edit settings to assist students needing to retake a test when there are technical issues. A student contacting OITConnect about this will not receive help, but will be directed to contacting their instructor. However, instructors can contact [onlinelearning@utsa.edu](mailto:onlinelearning@utsa.edu) when they need assistance helping students correct an issue.

* Call OITConnect is the preferred method: 210.458.5555
* Send an Email: OITConnect@utsa.edu
* Review the Blackboard Learn help information at: <https://help.blackboard.com>
* Visit a UTSA Student Computing Services Lab: <http://www.utsa.edu/oit/StudentServices/ComputersAndSoftware/Hours.html>

# Grading Information

Explain the course grading plan. How many points per item? How many total points? How do points relate to a letter grade? Be sure to correctly calculate your points as well as explain any extra credit opportunities. However, do not include extra credit in the total points table.

**Consider This Example, Modify As Needed**

Final grades will be based on students earning the following points out of a possible 550:

A = 495 and up

B = 440 to 494.999

C = 385 to 439.999

D = 330 to 384.999

F = anything less than 330.000

Note: I do not round up points in the total score. Therefore, a student who earns 439.99 points receives a C, not a B. Or maybe you do round up, explain your policy. Address extra credit opportunities if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Quantity | Points Each | Total Points |
| Discussion Board Assignments | 5 | 10 | 50 |
| Homework | 10 | 5 | 50 |
| Readings Quizzes | 5 | 10 | 50 |
| Research Papers | 2 | 50 | 100 |
| Midterm Exam | 1 | 100 | 100 |
| Final Exam | 1 | 200 | 200 |
| Total | **24** |  | **550** |

# Assignments & Assessments

Information on projects, assignments, and assessments, including complete instructions and grading rubrics for point distribution. Provide all information students need for each item from the first day of class, avoiding comments such as, “details will be given later in the semester.”

**Assignment Title: Individual or Group Activity - ? points**

Explanation here.

**Assignment Title: Individual or Group Activity - ? points**

Explanation here.

**Test Title: Individual or Group Assessment - ? points**

Explanation here.

**Test Title: Individual or Group Assessment - ? points**

Explanation here.

# Blackboard Course Tools

Information on how any Blackboard tools will be used if needed. Discussion boards, blogs, journals, collaborate, assignments, tests? Giving links to help topics for the tools you will be using will help students help themselves.

# Course Expectations & Policies

Explain the course participation expectations here. How are late assignments handled? What if you miss a test? Explain behaviors you expect in both your classroom, if applicable, and in online component.

“Courtesy, politeness, manners, and civility are all, in essence, forms of awareness. Being civil means being constantly aware of others and weaving restraint, respect, and consideration on into the very fabric of this awareness. Civility is a form of goodness; it is gracious goodness. But it is not just an attitude of benevolent and thoughtful relation to other individuals; it also entails an active interest in the well-being of our communities and even a concern for the health of the planet on which we live.”

P.M. Forni – Choosing Civility: The 25 Rules of Considerate Conduct

# Campus & Online Resources

**The Writing Center**: The Writing Center supports the entire UTSA Community, including undergraduates, graduate students, and faculty/staff members. Visit TWC at the Main Campus in the JPL building (2.01.12D) or at the Downtown Campus in the Frio Street Building (FS 4.432). TWC also offers online tutoring. To make an appointment, go to the TWC web site, <http://www.utsa.edu/twc/> and register for our online scheduling system, WCOnline. Once registered, you can see our schedule and make appointments. Walk-ins are still welcome, but they must also register before seeing a tutor. If you have any questions about TWC’s scheduling system or about the tutoring process, please call the Writing Center at (210)458-6086 or email [martha.smith@utsa.edu](mailto:martha.smith@utsa.edu).

**UTSA Library**: Access UTSA Library resources at <http://lib.utsa.edu> with your myUTSA ID (abc123) username and password.

**Library Tutorials for Research**: This course will require you to conduct a literature review, evaluate and synthesize this literature, as well as use proper APA citations. If you need some help, feel free to visit the library at Main or Downtown Campus. There are also online tutorials that can help. Check out: <http://lib.utsa.edu/services/instruction/tutorials/>.

**Google Scholar**: Google Scholar is also a great resource for conducting literature reviews <http://lib.utsa.edu/find-information/google-scholar/>.

**Counseling Services**: Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Services include individual brief therapy for personal and educational concerns, couples/relationship counseling, and group therapy on topics such as college adaptation, relationship concerns, sexual orientation, depression and anxiety. Counseling Services also screens for possible learning disabilities and has limited psychiatric services. Visit Counseling Services at <http://utsa.edu/counsel/> or call (210) 458-4140 (Main Campus) or (210) 458-2930 (Downtown Campus).

**Supplemental Instruction**: Supplemental Instruction offers student-led study groups using collaborative learning for historically difficult classes. Supported courses and schedules can be found on the TRC website. You can call the SI office if you have questions or for more information at (210) 458-7251.

**Tutoring Services**: Tomás Rivera Center (TRC) may assist in building study skills and tutoring in course content. The TRC has several locations at the Main Campus and is also located at the Downtown Campus. For more information, visit the Tutoring Services web page or call (210) 458-4694 on the Main Campus and (210) 458-2838 on the Downtown Campus.

# Academic Honesty

Students are responsible for learning and understanding the UTSA policy on academic misconduct. Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in Appendix B, Sec. 203 of this bulletin: <http://utsa.edu/infoguide/appendices/b.html#sd>.

## The Roadrunner Creed

The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner, I will:

Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;

Respect and accept individual differences, recognizing the inherent dignity of each person;

Contribute to campus life and the larger community through my active engagement; and

Support the fearless exploration of dreams and ideas in the advancement of ingenuity, creativity, and discovery.

Guided by these principles now and forever, I am a Roadrunner!

# Copyright and Fair Use

Copying, displaying, and distributing copyrighted works may infringe the owner's copyright. The University of Texas System's policy statement on Fair Use of Copyrighted Materials can help you determine whether your use of a copyrighted work may be an infringement. Any use of computer or duplication facilities by students, faculty, or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.

Copyright law applies to the Internet, which contains a mixture of copyrighted and non-copyrighted materials. An item does not have to display a statement of copyright to be copyrighted. It is assumed that an item is copyrighted until otherwise determined. For more information on copyright, see the University of Texas System Office of General Counsel web site. A printed copy is also available at the Reference, Circulation and Multimedia Center service desks in the Library. For local guidance, please contact the UTSA Library at 210.458.7506 and check the information at <http://libguides.utsa.edu/copyright>.

## The Teach Act

Copyright law provides educators with a separate set of rights, in addition to fair use, to display (show) and perform (show or play) others' works in the classroom (not online). These rights are in Section 110(1) of the Copyright Act and apply to any work, regardless of the medium. Email [copyright@utsa.edu](mailto:copyright@utsa.edu) for assistance determining what content can be included in your online course.

# Disability Services

The University of Texas at San Antonio, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from Student Disability Services. The key to obtaining appropriate accommodations at UTSA is providing the appropriate documentation. EVERY student who receives accommodations at UTSA must have a documented condition, which constitutes a disability under the guidelines of the ADA. It is the student’s responsibility to provide documentation of disability to UTSA Disability Services Office and meet with a counselor to request special accommodation before classes start. Only those students who have officially documented a need for an accommodation will have their request honored.

Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.utsa.edu/disability or by calling Student Disability Services at the Main Campus (210) 458-4157 or the Downtown Campus (210) 458-2945.

**Note**: Disability Services recommends that students deliver their letters personally to preserve confidentiality and to create an opportunity for discussion between the student and instructor.

# Campus Carry

Refer to the policy for UTSA and address this issue as applicable to your office as needed: <http://www.utsa.edu/campuscarry/facultystaff.html>.

# Privacy

Blackboard Learn software automatically stores course access records, quiz scores, email postings, discussion postings, and chat room conversations. This is one more reason to make sure that your communications adhere to the netiquette policy.

# Netiquette

There is an informal code of conduct that most people follow on the Internet. Often people who break the code become the victims of flame responses. Netiquette includes not sending email or posting messages in ALL CAPS, avoiding too many exclamation points, or asking repetitive questions in forums that have already addressed the topic or have FAQs posted. Sending spam is also a violation of netiquette. You're not legally obligated to follow proper netiquette, but you will have an easier time communicating with others over the Internet if you do.

# Tips & Resources for Success

* Get familiar with the technology.
* Make sure that your computer is configured to work with the Blackboard Learn system.
* Make sure that you know your myUTSA ID and passphrase.
* Regularly check the Blackboard Learn course for announcements and updates.
* Log in to your Blackboard Learn course every day.
* Complete all required assignments and quizzes by the due dates.
* Participate in all required discussions. Online learning is not self-paced or solitary learning; you must interact with your classmates in the various discussion boards.
* Take responsibility for your own learning. Take the course and yourself seriously.
* Be aware of the amount of class work you need to accomplish. No on-campus meetings does NOT mean less work. Usually, eight hours of work outside of class are required every week in order to succeed in this course.
* Be polite and respectful in all communications with the instructor and other members of the class.
* Speak up if you are having problems. Ask questions and utilize office hours.
* Manage your time wisely. Course participants need to have strong time management skills in hybrid and online courses. Please review this self-paced time management skills guide <http://www.studygs.net/timman.htm>.
* Please review the following study skills resources developed by the Tomás Rivera Center: <http://www.utsa.edu/trcss/soar.html#study>.

# Changes

The syllabus is subject to change at the discretion of the instructor. Changes will be communicated via Blackboard. It is your responsibility to check Blackboard for corrections or updates to the syllabus. Any changes/corrections to the course materials, assignment dates, or other updates will be posted ahead of time in the course Announcements tool. It is your responsibility to check Blackboard regularly for updates.