Online Course Syllabus Template

CONVERTING ONLINE COURSE SYLLABUS TEMPLATE INTO AN ADA ACCESSIBLE FORMAT:

- Converted URLs into meaningful text display hyperlinks. Screen readers will recite long hyperlinks as "h-t-t-p, semicolon backslash, backslash, www, etc.). When long url's are converted to display text, screen readers will recite "URL for Academic Catalog".

- I have added **Alt Text** to the table, screen readers struggle with describing tables. With alt text, the reader will explain to the user what's in the table so they can understand what is exhibits:

  - "This table displays the week or Module, learning activities, due dates and points values, if applicable. The first column has the week, the second column displays all learning activities, the third column lists due dates, and the fourth column displays point values."

- Additionally, I added "Header 1 style" to the table. This enables the screen reader to recite "Table Header" prior to reading the text.

- Next, I included the "repeat header rows" option for ease of navigation, in case the table continues onto the next page.

- I converted the bold fonts to "strong style". Screen readers will inform user of "strong text". When you simply hit "B" for bold from the ribbon, the screen readers will not recognize the format.

- Deleted blank spaces and used "tab" instead. If you press the space bar or press enter several times to add blank spaces, the screen reader will actually read the word, "blank space" at every character, this document initially contained 150 blank characters.

- Missing: Accessibility and Accommodations Policy

The changes are not noticeable to sighted users; however, all Word-processed documents should be developed in an accessible format when shared with students.

KM Smith, PhD
Instructional Systems Designer III

COURSE NAME
COURSE TRIMESTER/YEAR
DATES
CREDITS

Contact Information

Primary Faculty:
    Phone: Email: (indicate University email address)

Teaching Assistant:
    Phone: Email:

Course Description

Add Description

Communication Policy

Faculty office hours are available by appointment, in person, via phone or web-conference. (Specify available days, hours, email address, phone number(s) and preferred mode(s) of communication). You can expect a response within 24 hours on weekdays and within 48 hours on weekends.

Submit all graded and academic communications either related to this class through the Canvas Conversations tool (using the Inbox found on the left Global navigation bar in your online classroom) or through your University email account. Please refrain from using your personal email accounts for university related communications; this is important because all official university communications will be sent to you at your University email address.

Technical Assistance

All technical questions (non-academic) should be addressed to Canvas via the **Help** function found on the Canvas Global Navigation Menu.

24-Hour Technical Support

24/7 technical support is available through **Canvas Support Hotline at 844-414-5052**. From the **Help** screen, students and faculty can contact the **Canvas Help Desk** to chat with Canvas Support, access the Canvas Guides, and report problems or call 844-414-5052.

Learning Outcomes

Learning Outcomes are statements that describe significant and essential learning that students have achieved and can reliably demonstrate at the end of a course or program. Learning Outcomes identify what the student will know and be able to do by the end of a course or program.

List: Add Outcomes

Course Schedule

This course begins on _____ and ends _____. Students have access to preview the classroom one week before the first day of class. Your instructor will be available on the first day of class.

Each module begins on a Sunday at 12:00 a.m. and ends on a Saturday 11:59 p.m. Deadlines are at 11:59 p.m. on the date due. All times are in EDT/EST.

Assignment evaluation rubrics demonstrating criteria for grading assignments can be accessed in the **Course Content** area of the classroom **and at the end of this syllabus.**

(Optional: attach rubrics at the end of the syllabus; rubrics cannot be printed from the Course Content area of the Canvas classroom).

Week	Assignment	Due Date	Points
	(Description)		

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Week	Assignment	Due Date	Points
TOTAL POINTS			

Course Materials

Required Materials

List required materials

Recommended Materials

Recommended APA and Writing Resources

The University uses American Psychological Association (APA) style formatting for writing and citations. NOTE: In some instances, faculty may require the use of APA style in-text citations and reference lists entries alone, without the use of the APA style writing formats. Assignment within your course syllabus, assignment sections, and modules will note full or partial use of APA.

Recommended APA and writing resources:

o The Publication Manual of the American Psychological Association, (6th ed., 2nd printing) (hardcopy or online)
o Basics of APA Style Tutorials, can also be accessed here Basics of APA Style Tutorials
o The Purdue Owl Writing Lab, can also be accessed here The Purdue Owl Writing Lab

o A Writers Reference (8th ed.), by D. Hacker and N. Sommers, offers best usage in grammar, sentence structure, punctuation, and mechanics as well as sections on how to use APA, CMS, and MLA writing styles

Ordering Materials

If you are interested in ordering books or other items from University you may contact the Meeting Point Bookstore either in person, by email, or by phone. The bookstore's email is bookstore@university.edu; the phone number is 410-888-9048 ext. 6632 or 6636.

Technology Requirements

Students will need access to a laptop or computer to access the Canvas classroom and to participate in online peer classroom activities (mobile devices will not work in those instances). You are encouraged to purchase a headset microphone for participation in audio conferences rather than relying on your computer speakers. This will give you a higher quality experience and remove background sounds.

Refer to the Canvas technical requirements at: [Canvas technical requirements](#)

You are required to participate in your online course to remain enrolled in the course. Participation requires active, consistent engagement in the online course and is measured by submitting assignments, taking quizzes and exams, completing online activities and participating in online discussions. It is your responsibility to arrange for consistently participating in the course and meeting all deadlines throughout the term.

If you wish to drop or withdraw from this course, refer to the [University website for the policy](#) and [forms](#).

Outside Study

You should expect to spend a minimum of nine hours per week engaging in the modules and work that accompanies them.

Schedule for Make-up Classes

All cancelled classes will be made up and your attendance is required.

Please include a clear plan of action in the event of class cancellation. Example: If a class is cancelled, I will hold the class in webinar format on the same day and time as the scheduled class or if a class is cancelled, I will provide a lecture and readings in your Canvas classroom.

Faculty are permitted to use Canvas for makeup classes. However, the exact time and approach to the makeup must be added to the syllabus.

Policies

Late Work

Retest/Missed Exams

Plagiarism and Appropriate Referencing

Plagiarizing is an infraction of University's Academic Integrity Policy. It is the student's responsibility to review and adhere to the policy as stated in the student handbook.

Plagiarism is defined as using the published or unpublished words or ideas of another, in a direct quote, paraphrase, or summary without properly citing the material used and its source. To clarify:

- A quote is the use of another's exact words to express an idea. Quotes need to be relayed within quotation marks and attributed to the individual who created them.
- A paraphrase is the use of another's ideas and, usually, another's textual structure or flow, to convey information in one's own words. The length of a paraphrased passage tends to be about the same as the length of the passage created by the original author. Paraphrased material needs to be attributed to the individual whose ideas are expressed in the original work.
- A summary is the concise presentation of the main ideas within someone else's work. It is written in one's own words and must be attributed to the individual whose work has been summarized.

To best represent the authoritative voice of the University in the field of integrative health all scholarly/academic writing, University uses American Psychological Association (APA) style formatting for writing and citations. In some instances, faculty may require the use of APA style in-text citations and reference lists entries alone, without the use of the APA style writing formats. Assignment within your course syllabus, assignment sections, and modules will note full or partial use of APA.

Information Literacy and Sherman Cohn Library

University 550: Academic Research & Scholarship is a required, fully online, self-paced course designed to prepare students to engage in graduate-level research and scholarship with a focus on the utilization of resources available at or through University's Sherman Cohn Library. University 550 is made available to students two weeks prior to the first day of each trimester and closes two weeks prior to the end of the each trimester. Modules cover the Association of College and Research Libraries' information literacy threshold concepts in higher education. University 550 is not a Library orientation.

Sherman Cohn Library provides on-demand tutorials, FAQs, contact forms, and hours of telephone, in-person, and virtual assistance from the [Library's Canvas](#) (online learning login required). It is advisable to complete University 550 before scheduling an appointment with Library Staff.

University Policies & Forms

Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy

University ("University") operates with the expectation that all persons are entitled to respect and that each person has a responsibility to act in a way that is respectful of others. University is committed to maintaining a positive learning and working environment. University does not and will not tolerate acts of discrimination, sexual misconduct or exploitation or retaliation against or by any employee or student as such behavior seriously undermines University's effectiveness as an educational institution and a workplace. Such behavior is prohibited by law and the University's Discrimination, Harassment, Sexual Misconduct, and Retaliation policy.

You can access the policy at: [Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy](#)

If you have any questions about the Discrimination, Harassment, Sexual Misconduct, and Retaliation policy, if you witness any of the offenses covered in the policy, or have suffered one of these offenses or believe that someone else in the University's community has, please notify JENNIFER YOCUM, TITLE IX COORDINATOR AND COMPLIANCE AND RISK MANAGER as soon as possible:

> Office phone: (410) 888-9048, extension 6682
> Mobile phone: (443) 832-0920
> Email: compliance@university.edu

University Policies

Emergency Closings

Check the University website for updates on closing of the University campus and cancelled on-site classes due to inclement weather and other emergencies. Online classes will continue when the campus is closed due to emergencies.

Links to University Policies

Disability Services
Student Forms
Standards & Practices
Student Handbook
Schedule Adjustments (Add, Drop or Withdraw Policies and Forms)
University Academic Catalog

<u>ATTACH RUBRICS HERE</u>