# Course Name

Course ID # | Number of Credits | Semester Term

**Instructor:**

**Office Hour:**

**Email:**

**Course Modality:** *i.e. “Online Asynchronous”*

**Online Meeting:**

**Phone:**

**Office Number:**

## Welcome Statement

*[A brief description of the course written in a conversational tone for students. This should help them to feel ‘invited’ into the course. How will your course prepare students for future learning and/or professional work? How will your course connect to their lives outside of the classroom?]*

## Course Information

### Course Description

*[Copy the course description from the* [*USI Bulletin*](https://bulletin.usi.edu/)*]*

### Prerequisites

*[If your course does not have required prerequisite courses, list foundational knowledge or skills that might be beneficial for students taking the course.]*

### Course Learning Objectives

Upon successful completion of this course, students will be able to:

* *[Specific, measurable outcomes students can achieve after completing the course. Each CLO should begin with a verb from Bloom’s Taxonomy, not “understand” or “know”]*

### Program Learning Outcomes

*[Program Goals - Add per HLC]*

## Core Competencies

*[optional--e.g. program-wide core competency]*

## Communication Guidelines

### Netiquette

All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the [USI Netiquette Guidelines for Online Students](https://www.usi.edu/online-and-adult-learning/online-and-adult-learning-student-support-resources/policies-and-statements) so that you can get the most out of your class.

### Communication Expectations

* ***Announcements:*** *How often will you post announcements in Blackboard? What type of information will you include in these announcements?*
* ***Response Time for Emails/Messages:*** *What is your expected response time for student emails and messages? Will this differ on weekends or holidays?*
* ***Participation:*** *How will you participate in course discussions? What role will you play in facilitating these discussions?*
* ***Faculty Feedback:*** *How quickly will you provide feedback on assignments and assessments? What kind of feedback can students expect? Will students have opportunities to use feedback to improve performance?*
* ***Student Feedback:*** *Do you plan to gather feedback from students? How will you make use of this feedback?*
* ***Office Hours:*** *How will you utilize online office hours? How should students best arrange times to meet?*

## Blackboard Course Site Overview

*[Briefly explain how the course site is organized, what materials are stored under each generic course tab, and how students can find different course components. These navigational instructions will guide learners to explore the course site at the beginning of the course.]*

## Course Requirements

### Textbooks and/or Course Materials

*[Indicate if required or recommended. Include the citation, ISBN, and where to locate the material.]*

### Technical Requirements

* A Reliable Computer: a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
* High-Speed Internet Connection**:** (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meetings, exams, and assignment submission.
* [Office 365](https://portal.office.com/Home) (USI login needed) & [Adobe Acrobat Reader](https://get.adobe.com/reader/) installed.
* Supported Web Browser:[Firefox](https://www.mozilla.org/en-US/firefox/new/?utm_source=firefox-com&utm_medium=referral) or [Google Chrome](http://www.google.com/chrome/)
* Microphone & Webcam
* *[Add any additional software/hardware required for your course]*

\*More information on the system requirements for taking online courses can be found at [USI Online Learning System Requirements](https://www.usi.edu/online-and-adult-learning/online-and-adult-learning-student-support-resources/online-course-support-resources)

## Minimum Technical Skills

* Blackboard
* VoiceThread
* Microsoft Word
* etc.

*[Edit this list to fit your course. These are specific abilities to use particular tools, software, and hardware. Examples include programing in languages like Python, using software like Excel or Word, and understanding basic hardware use. The emphasis is on proficiency and expertise in handling specific technologies.]*

## Minimum Digital Information Literacy Skills

1. Using online libraries and databases to locate and gather appropriate information
2. Using computer networks to locate and store files or data
3. Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters
4. Properly citing information sources
5. Preparing a presentation of research findings

*[Edit this list to fit your course. These skills involve the ability to find, evaluate, use, and create information using digital technologies. i.e. identifying and citing credible online sources, understanding copyright and licensing, using digital tools to communicate effectively.]*

## Assessments

*[List all learning activities, assignments, projects and exams here with a short description of each type of assessment item. In addition, please explain the purpose behind each activity by describing how they support/prepare students to achieve the desired learning outcomes.]*

## Online Proctoring: Honorlock

*[If you choose not to use HonorLock you may delete this section in the syllabus.]*

Online exams and/or quizzes in this course may require online proctoring using **Honorlock**, a remote proctoring service that promotes academic integrity. If your instructor has enabled Honorlock for an exam, it will be required for all students. You will be notified in advance via the syllabus and/or Blackboard.

To take a proctored exam with Honorlock, you must have:

* A **webcam** with a working **microphone** (built-in or USB)
* A **quiet, private testing location**
* A **student or government-issued photo ID**
* A **reliable computer** (Windows 10+, macOS 10.15+, or Chrome OS)
* The **Google Chrome browser** with the **Honorlock Chrome Extension** installed
* A **stable internet connection** (1.5 Mbps download / 750 Kbps upload)

Before starting the exam, Honorlock will walk you through a quick authentication process and room scan. You will not be watched continuously—Honorlock uses AI to monitor your session and alerts a live proctor only if potential academic integrity issues arise. Your instructor may review any flagged segments after the exam.

Recordings from a private residence must comply with privacy rights. You are responsible for ensuring that any recordings do not violate third-party privacy and that all individuals in the residence are aware of the recording.

If you need greater privacy or a more stable internet connection, **USI’s Rice Library** offers rooms equipped for online proctoring during open hours. These are available on a first-come, first-served basis. You may reserve a room up to 30 days in advance through the library's booking calendar. For help, contact **libcirc@usi.edu**.

You do **not** need to schedule your exams with Honorlock. Please view instructions and tips on the [Online Course Support Resources webpage](https://www.usi.edu/online-and-adult-learning/online-and-adult-learning-student-support-resources/online-course-support-resources).

 When ready, log into Blackboard and launch your exam. For setup support, follow the guides below:

* [Installing the Honorlock Extension](https://honorlock.kb.help/install-the-honorlock-extension/)
* [Launching a Proctored Assignment in Blackboard](https://honorlock.kb.help/how-to-use-honorlock-with-blackboard-ultra/)
* **Honorlock offers** [**24/7 technical support**](https://honorlock.com/students/)

For questions about accessibility or privacy, refer to:

* [Honorlock Accessibility Features](https://honorlock.kb.help/compatible-accessibility-tools/)
* [Honorlock Privacy FAQs](https://honorlock.kb.help/test-taker-privacy-resources/)

## Grading Methods

##

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Due Dates** | **Point Value** | **Point Percentage** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **Total** | **N/A** |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B+** | **B** | **C+** | **C** | **D+** | **D** | **F** |
| **Points** |   |   |   |   |   |   |   |   |
| **Percentage** | 90-100% | 86-89.9% | 80-85.9% | 76-79.9% | 70-75.9% | 66-69.9% | 60-65.9% | Below 60% |

## Course & University Policies

### Participation

*[Specify what is considered as participation in your class (weekly posting, online meeting, etc.) and how it will be evaluated (by quality or quantity).]*

### Late Assignment Policy

*[Clearly explain your late assignment policy here. You could also include information about makeup exams/assignments, and/or resubmissions.]*

### Course Materials Use and Recording

USI seeks to protect the integrity of what transpires during class sessions among students and instructor, any course materials prepared by the instructor, and the privacy of students and faculty.

### AI Tool Use

Artificial intelligence (AI) tools that generate text, images, audio, code, and more are widely available. If you submit work containing any content generated by AI when not explicitly allowed and not in a way directed by me, the instructor, then this will be considered academic dishonesty and a violation of USI’s academic integrity policy. If you are not sure about what may be academic dishonesty or plagiarism and what is acceptable use in this course and on specific assignments, please contact me to discuss

*[Determine the level of acceptable use of AI tools and include syllabus language to clarify this for your students. Suggested statements for two common scenarios are below.]*

*[Example 1: AI use is prohibited. You are not permitted to use AI tools that generate content (such as ChatGPT, Copilot, Claude, Gemini, Perplexity) for work done for this class. Writing, analytical, and critical thinking skills are part of your learning outcomes in this course; therefore, all writing assignments should be prepared by you, the student. Content created by generative AI tools may not be considered your own original work. This course assumes that work submitted by students (all process work, drafts, final versions, and all other submissions) will be generated by the students themselves, working individually or in groups (as directed).*

*[Example 2: AI use with prior permission or direction is allowed. In general, the use of AI tools that generate content (such as ChatGPT, Copilot, Claude, Gemini, Perplexity) is not permitted for work done for this class, except for specific assignments that I have identified and given specific guidelines for appropriate use of AI tools. All work submitted in this course must be your own. Contributions from anyone or anything else (including generative AI tools, when permitted) must be properly quoted, cited, or attributed every time they are used. When permitted for use in specific assignments, you must clearly identify the use of generative AI tools in your submission, including which AI tool was used and what part was AI generated.*

### SafeAssign

*[You can remove this statement from the syllabus if you don’t use SafeAssign.]*

Plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including suspension or expulsion. As part of their responsibility to uphold the Student Code of Conduct, instructors reserve the right to have papers submitted through SafeAssign to check for plagiarism against a database of papers submitted previously at USI, a national database of papers, and the Internet. Self-plagiarism can also occur when you plagiarize yourself if you submit for credit a piece of work that is the same or substantially like work for which you have already gained or intend to gain university credit, at this or any other university. To avoid self-plagiarism, you must have prior permission from the relevant instructor(s) and give full attribution to the source (i.e. yourself). Safe Assign can be used to check against any earlier submitted student assignments or presentations.

### Syllabus Change Policy

The syllabus is a guide to the course and is subject to change with reasonable advanced notice as course needs arise.

### Additional University Policies

Additional university policies for online courses can be found by viewing [Course and University Policies](https://www.usi.edu/provost/faculty-resources/syllabus-statements). Policies found on this page include:

* Academic Continuity
* Academic Integrity
* AI Tools Use
* Civility and Non-Discrimination
* Course Materials Sharing and Recording
* Disability Accommodations
* Mental Health Resources: Counseling and Psychological Services (CAPS)
* Online/Remote Proctoring Using Honorlock
* Student Basic Needs
* Title IX - Sexual Misconduct

## Technical Support

### Help Desk Support

If you have any issues with Blackboard, Zoom, Panopto, VoiceThread, or any other technology, please contact the [Help Desk](https://www.usi.edu/it/help-desk) at 812-465-1080 or send an email to it@usi.edu.

### Additional Training Documentation

* [Blackboard](https://help.blackboard.com/Learn/Student/Ultra)
* [Zoom](https://support.zoom.us/hc/en-us)
* [Panopto](https://support.panopto.com/s/)
* [VoiceThread](https://voicethread.com/howto/)

### Privacy Policies & Accessibility Statements

For detailed information about the privacy policies and accessibility statements of the course technologies, please visit [USI Online Learning Support Services](https://www.usi.edu/online-learning/student-services#policies)

## Academic Support Services

### Academic Success Center

The [Academic Success Center](https://www.usi.edu/university-division/academic-success-center) office offers tutoring and learning assistance to help you develop skills to succeed in your academic life. To contact them, please call 812-464-1743 or go to the website above to find the latest tutoring schedule. In addition to tutoring in math and other content areas in Academic Skills, please note that [the Writers’ Room](https://www.usi.edu/university-division/academic-success-center/tutoring/tutoring-schedules/the-writers-room) (ED 1102) provides writing assistance in person and online. To use this service, please contact their office by calling 812-461-5359.

### How to Cite Sources (APA, MLA, Chicago, Turabian, etc.)

[Rice Library Libguides for Citing Sources](http://usi.libguides.com/citingsources)

### Research Guides

Research assistance, subject guides, and useful resources compiled by your friendly librarians. [USI Lib Guides](http://usi.libguides.com/)

### Disability and ADA Support

[Disability Resources](https://www.usi.edu/disability-resources) (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the University. They review documentation for eligibility, collaborate with students to determine appropriate accommodations, assist with the implementation of the accommodations, offer support and guidance, and advocate for access as needed. (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the University. They review documentation for eligibility, collaborate with students to determine appropriate accommodations, assist with the implementation of the accommodations, offer support and guidance, and advocate for access as needed.

### Student Grievances

[Student Grievances and Complaints Information](https://www.usi.edu/dean-of-students/policies-procedures-and-community-standards/#AcademicAffairsStudentGrievanceProcedures)

## Additional Student Resources

The university provides a comprehensive range of support services and activities for students. Please refer to [Student Support Services](http://www.usi.edu/students/) for detailed information regarding academic advising, registration, financial aid, student affairs, counseling, career services, etc.

### Financial Aid Office

Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. The office open is every Monday through Friday from 8:00 am to 4:30 pm CST; phone 812-464-1767, or email them at finaid@usi.edu

### Student Basic Needs

Students who have difficulty affording food on a regular basis or lack a safe place to live and believe this may affect their class performance are encouraged to contact the [Dean of Students Office.](http://www.usi.edu/deanofstudents)

### University Health Center

The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It is located on the second floor of the Recreation, Wellness, and Fitness Center (RFW); open Monday through Friday, 8 am to 4:30 pm CST. Click on this link to learn more about the [Health Services](http://www.usi.edu/healthcenter) offered at USI, or to make an appointment, please call 812-465-1250.

### Counseling and Psychological Services

[Counseling and Psychological Services](https://www.usi.edu/counseling-and-psychological-services) (CAPS) supports students’ mental health and well-being. CAPS offers individual therapy (virtual and in-person), 24/7 student-peer support, and on-demand emotional health support. CAPS is a safe zone for all backgrounds and identities, ensuring a welcoming environment. For more information: call 812-464-1867, visit the [USI Counseling Center webpage](https://www.usi.edu/counseling-and-psychological-services/) or [book an appointment](https://www.usi.edu/counseling-and-psychological-services/book-an-appointment) for a virtual counseling session.