Course Name

Course ID # | Number of Credits | Semester Term

**Instructor:**

**Office Hour:**

**Email:**

**Course Modality:** Online

**Online Meeting:**

**Phone:**

**Office Number:**

# Welcome Statement – About This Course

*A brief description written in a conversational to students. This should help them to feel ‘invited’ into the course. See this* [*example*](https://docs.google.com/document/d/1LHCyCeUSNi-XhMs12oKXhMvzyAGHyeaxr_sTsEdMmu4/edit#heading=h.sq76ktglbamm) *welcome statement or* [*these examples*](https://collegetransitioncollaborative.org/syllabus-review-guide/) *of a “growth mindset “rather than a “fixed mindset” regarding students’ abilities.*

# Course Description

## Prerequisites:

# Course Learning Objectives

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

# Program Learning Outcomes

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-learning/student-services#policies) so that you can get the most out of your class.

## Communication Expectation

Describe how you would like your students to contact you for questions (via TEL, discussion board, Email, etc.). How often do you respond to students' emails? (For instance, within 24, 48, or 36 hours or within 1 or 2 business days?) When will the student receive your feedback on their assignments and grades?

# Blackboard Course Site Overview

# Course Requirements

## Textbooks and/or Course Materials

## 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 meeting, 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
*

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

# Minimum Technical Skills

# Minimum Digital Information Literacy Skills

# Assessments

## Proctorio

Online exams and quizzes within this course require online proctoring. Therefore, you will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. You will have to use Google [Chrome web browser](https://www.google.com/chrome/) or [Microsoft Edge web browser](https://www.microsoft.com/en-us/edge)and download [[Proctorio Extension](https://getproctorio.com/)](https://getproctorio.com/). Please have your Student ID or Government Issued Photo ID ready to show at the start of the exam.

Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection.

Find a private, quiet, and comfortable location to take your exam. Depending on the settings of your exam, you may be asked to do a room scan; turning your web camera to look at the room. Please note, recordings from any private residence must be done with the permission of all persons residing in the residence. You must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

If you need more privacy or a stable internet connection, the library offers space with a computer for taking your proctored tests.  There are rooms available during the library’s open hours on a first-come, first-served basis. You can reserve a room online up to 30 days in advance with the[booking calendar](https://usi.libguides.com/appointments), which is recommended given the limited availability. For more information about the Rice Library’s Proctorio/Zoom Rooms, please email libcirc@usi.edu.

Setup information will be provided prior to taking the proctored exam. You do not need to schedule exams ahead of time, simply go into Blackboard and take the exam. For additional information about online proctoring, you can visit the [Online Proctoring Student FAQ](https://www.usi.edu/online-learning/student-services#support) webpage.

For remote proctoring, you must have:

* Webcam w/ Microphone
* [Google Chrome](https://www.google.com/chrome/) OR [Microsoft Edge](https://www.microsoft.com/en-us/edge) & Download [Proctorio Extension](https://getproctorio.com/)
* Student or Government Photo ID
* Reliable Internet Connection
* Quiet, private location
* Be prepared to scan room w/ camera

Proctorio offers 24/7 support

* Call: 1-480-428-4089 or 1-866-948-9248
* Email: support@proctorio.com
* Chat through Proctorio Extension

# Grading Methods

| **Assignment** | **Due Dates** | **Point Value** | **Point Percentage** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total:** |  |  |

|  | **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

To obtain full credit for participation, students are expected to …

## Late Assignment Policy

## AI Tool Use

Artificial intelligence (AI) tools that generate text, images, code, and other content 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.

[Instructor: 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, as applicable] AI use is prohibited.

You are not permitted to use AI tools that generate content (such as ChatGPT, Bing Chat, Bard, DALL-E) 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 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, as applicable] AI use only with prior permission or direction.

In general, the use of AI tools that generate content (such as ChatGPT, Bing Chat, Bard, DALL-E) 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 such as ChatGPT, when permitted) must be properly quoted and cited 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 by citing which AI tool was used and the prompts you used to generate the content.

## 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 similar to 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 [Online Learning’s Syllabus Statements](https://www.usi.edu/online-learning/student-services/online-learning-syllabus-statements#required). Policies found on this page include:

* Academic Integrity
* Course Materials Sharing Management
* Civility and Inclusion
* Class Withdrawal & Incomplete Policy
* Disability Accommodations
* Title IX – Sexual Misconduct

# Technical Support

## Help Desk Support

Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. 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. To learn more about the USI helpdesk, please visit [USI IT Help Desk](http://www.usi.edu/it/help-desk)

## Additional Training Documentation

* [**Blackboard**](https://help.blackboard.com/Learn/Student)
* [**Zoom**](https://support.zoom.us/hc/en-us)
* [**Panopto**](https://support.panopto.com/s/)
* VoiceThread
	+ [USI Online Learning VoiceThread Tutorials](https://www.usi.edu/online-learning/student-services#support)
	+ [VoiceThread How To](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 Skills

[Academic Skills- Tutoring](http://www.usi.edu/university-division/academic-skills/tutoring/)

This 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 (ED 1102) provides writing assistance in person and online. To use this service, please contact their office by calling 812-461-5359 or visit their website at [USI Writers' Room](https://www.usi.edu/university-division/academic-skills/tutoring/%22%20%5Co%20%22link%20to%20USI%20Writers%27%20Room)

## 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/)

## Counseling and Psychological Services (CAPS)

CAPS is open every Monday through Friday from 8:00 am to 4:30 pm CST.  You’ll find the CAPS in the Orr Center, Room 1051; their phone number is 812-464-1867 [USI Counseling Center](https://www.usi.edu/counseling-and-psychological-services/)

## Disability and ADA Support

[Disability and ADA Support](https://www.usi.edu/disability-resources%22%20%5Co%20%22Disability%20Resources%20website)

## Student Grievances

[Student Grievances and Complaints Information](https://www.usi.edu/dean-of-students/policies-procedures-and-community-standards/%22%20%5Cl%20%22AcademicAffairsStudentGrievanceProcedures%22%20%5Co%20%22Link%20to%20Students%20Grievances%20PDF%20)

# 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) and view a [list of resources](https://www.usi.edu/institutional-equity/supportive-measures-and-resources).

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 located in the lower level of the Health Professions Center and is 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.