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REMINDER: DELETE ALL GREEN TEXT!

**College of Continuing Professional Studies / Drury GO Syllabus**

Course Number, Title, and Modality (SE, OL, or SY)

Spring 2024

**Instructor Name:**

**Contact Information:**

**Email**: Your Drury email is the “official” method for communication.

**Office Phone:**  This is optional – you do not need to provide your private number.

**Course Location for Face to Face Meeting times (remove for online classes; consider listing your Zoom meeting information here for synchronous classes):**

**Prerequisite Courses:**  **Consult this link (**[**https://www.drury.edu/academics/catalogs**](https://www.drury.edu/academics/catalogs)**)**

**Course Description:**  **Consult this link (**[**https://www.drury.edu/academics/catalogs**](https://www.drury.edu/academics/catalogs)**)**

**Learning Outcomes: Consult this link** ([Learning Outcomes](https://docs.google.com/document/d/1Wvkw1QQhcxmiV8IQkNyOqTbai5aVttF4uwmSCj922lI/edit) and [Required Textbooks](https://docs.google.com/document/d/1f4XJvpi9_hkhcc9fY2XYFb2-E_MVsPwoCCGwraWlHKc/edit#bookmark=id.njcoq68ynm4n)) **for learning outcomes then complete the table below. Make sure every assessment appears on the Course Schedule.**

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| --- | --- |
| **Learning Outcome** | **Assessment** |
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**Required Texts / Course Materials:**

**If available, your textbook(s) will be embedded in Canvas as part of the low-cost, Drury Direct program. If not available, your book will be ordered through the Drury Bookstore. If you use Drury Direct, the following verbiage should be included:**

**This course uses a digital textbook. A link to the textbook is embedded directly into your Canvas course. This textbook option is called DRURY DIRECT. You will find a charge from the Drury Bookstore on your account if you use the DRURY DIRECT digital textbook option. This option is a cost saving measure for students and gives you access to your textbook on day one of class. If you prefer a hard-copy textbook, you must opt out of DRURY DIRECT so you will not be charged by the bookstore. Regardless of the book format, students can check their book cost by looking up their classes on the Drury Bookstore website.**

**Please check the Course Materials link on the Navigation Menu in Canvas for your required materials.**

**Textbook information (for those wishing to purchase it elsewhere): INSERT BOOK INFO HERE** ([Required Textbooks).](https://docs.google.com/document/d/1f4XJvpi9_hkhcc9fY2XYFb2-E_MVsPwoCCGwraWlHKc/edit)

**Course Structure: [NOTE: Choose the appropriate paragraph below and delete the rest.]**

**Seated Course**: This course is being offered as a fully seated course. Your instructor may use Canvas for learning activities that supplement class meeting so please be prepared to access Canvas ( https://drury.instructure.com/). Your syllabus and grades will be kept in Canvas.

**Online Course**: This course is offered as a 100% online course which utilizesCanvas (https://drury.instructure.com/). All course work occurs online; therefore, active participation in the online activities and completion of all homework and online assignments is required in order to pass this course. Please bookmark Canvas so you can access the site directly in case the campus network is down ( https://drury.instructure.com/).

* **Student Authentication:** For purposes of verifying the identity of the students while participating in an online course, a student may be asked to attach a real-time picture of himself/herself, enter his/her student ID number, attach a picture of the student's Drury ID Card, complete a video presentation, or other similar action. Any action would be given a short time period to act upon, therefore students need to be prepared to verify their identities throughout the course.

[**Synchronous Course**](https://drive.google.com/file/d/1_Q-8w7u2MUTJOWSUN0N5cSgxObrwDhUS/view?usp=sharing): Synchronous classes can be similar to traditional seated classes in that **students are all present (virtually) at the same time** to participate in lectures, discussions, and presentations. The live online classes meet at a set time and are held via Zoom. Your instructor may use Canvas for learning activities that supplement class meeting so please be prepared to access Canvas ( https://drury.instructure.com/). Your syllabus and grades will be kept in Canvas.

**Technology:** To be successful in this course, you must have reliable computer and internet access. It is each student’s responsibility to have access to a dependable computer and internet connectivity. It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials should your computer fail to function or your internet connectivity become disrupted. A Drury campus lab is an excellent option if one is nearby; otherwise, most public libraries offer internet access. If you have a laptop computer, familiarity with local “hotspots” might also serve you well. Develop a plan to address technical problems before they arise.

It is also the responsibility of the student to actively and proactively address technical problems. Be aware that many problems can be addressed simply by using Firefox or Chrome browsers rather than Internet Explorer or Edge. You can download Firefox for free at [www.mozilla.com](http://www.mozilla.com/) and Chrome at [www.google.com/chrome/browser/desktop/](http://www.google.com/chrome/browser/desktop/).

A free Microsoft Office subscription is available to be downloaded to personal computers, Macs or PCs, by all Drury students, faculty, and staff. See this link for details:<https://www.drury.edu/tech-services/computer-software>.

Finally, if you have further difficulties, here is a link to Drury’s [Technology Services Support Page](http://www.drury.edu/tech-support),<http://www.drury.edu/tech-support>, which can also be found on the Canvas login page. You may send an email to LMSSupportt@drury.edu for additional help.

**Spring 2024 Course Schedule (Modify depending on your course term.)**

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| --- | --- |
| **Weeks** | **Weekly Class Activities** |
| **January 10** | **Student Access to courses in LMS Full Semester and A Block – January 10** |
| **January 16 - January 21** | **Courses begin Full Semester and A Block – January 16**  **Last Day to add course A Block, 5:00 PM January 19** |
| **January 22 – January 28** | **Last Day to add course Full Semester, 5:00 PM January 26**  **Full Semester and A Block last day for refund 5:00 PM January 26** |
| **January 29 – February 4** |  |
| **February 5 – February 11** | **Midterm Grades due – A Block 8:00 AM February 5** |
| **February 12 – February 18** |  |
| **February 19 – February 25** | **Last day to withdraw from a course, A Block 5:00 PM February 23** |
| **February 26 – March 3** |  |
| **March 4 – March 8** | **A Block last day of course March 8**  **Full semester Midterm Grades due 8:00 AM March 4**  **A Block Final grades due 8 AM March 11** |
| **SPRING BREAK March 9 – March 17 SPRING BREAK (no classes)** | **B Block Student access to courses in LMS** **March 13** |
| **March 18 – March 24** | **B Block Courses begin 5:00 PM March 18**  **B Block last day to add a course 5:00 PM March 22**  **B Block last day for refund 5:00 PM March 22** |
| **March 25 – March 31** | **Good Friday (University Closed) March 29** |
| **April 1 – April 7** |  |
| **April 8 – April 14** | **Full Semester last day to withdraw 5:00 PM April 12**  **B Block midterm grades due 8:00 AM April 8** |
| **April 15 – April 21** |  |
| **April 22 – April 28** | **B Block last day to withdraw 5:00 PM April 26** |
| **April 29 – May 5** |  |
| **FINALS WEEK:**  **May 6 – May 10** | **Full Semester Finals Week May 6-10**  **Full Semester and B Block last day of course May 10** |
|  | **Full Semester and B Block final grades due 8:00 AM May 13** |

**The schedule and syllabus are subject to modification.**

**Summary of Assignments:**

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| **Assignment** | **Due Date** | **Points Possible** | **Percentage of Total Grade** |
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**Course Grading Scale:**

**For a consistent grading experience, we recommend using the following grading scale.**

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| --- | --- | --- |
| > 100% = N/A | 100 - 93% = A | < 93 - 90% = A- |
| < 90 - 87% = B+ | < 87 - 83% = B | < 83- 80% = B- |
| < 80 - 77% = C+ | < 77 - 73% = C | < 73 - 70% = C- |
| < 70 - 67% = D+ | < 67 - 63% = D | < 63 - 60% = D- |
| < 60% = F | | |
| **Issuance of an Incomplete:**  [**See Course Policies**](https://docs.google.com/document/d/1uIquZJVhWe6hjUZlhEdX3buWwOAgmWgWaXzOwQIKLO0/) | | |

**(Note: Please use announcements often! Announcements generate an automatic email to your students.)**

**Weekly Announcements:** The weekly announcement feature in Canvas will be your starting point each week. Be sure to check announcements often. This feature will be used to post any relevant messages such as notifications, changes to assignments, due dates, instructions, links, updates, or general information to help facilitate your online experience.

**Class Interaction and Participation:** Much of the learning experience occurs when students share with each other. When you are absent from class or do not engage in an online discussion, the learning experience is diminished and all are affected.

* If you will be absent, please contact me immediately.
* You are required to login the first week.
* Failure to meaningfully engage with your instructor within the first week (or less) of class could result in your being administratively dropped from the class. Please don’t wait – get involved in class as soon as class starts.

**(Note: Online and synchronous classes SHOULD use forums. It is recommended that Online classes use both types of discussion forums. Fully seated classes may use forums but if you are not using them, delete this section.)**

**Canvas Discussion Forum Expectations:** In order to receive full credit for discussion board postings, all initial discussions and reply comments must be posted on time. Central Time Zone is used for all discussion due dates.

· Initial Post: Initial discussions are due by \_\_\_\_\_\_\_\_\_\_.

· Reply comments are due by \_\_\_\_\_\_\_\_.

**Optional Online Video Discussion Forum***: A crucial skill is being able to clearly and concisely articulate yourself in both written and oral forms. There are many times throughout your life when you will have to share an idea or opinion quickly and thoughtfully. The Video Discussion Forum is intended to give you a safe place to practice that skill and to develop it.*

· Initial Post: Initial discussions are due by \_\_\_\_\_\_\_\_\_\_.

· Reply comments are due by \_\_\_\_\_\_\_\_.

**Late Work: Insert your policy regarding late work.**

**Diversity, Equity and Inclusion:** Drury University is fully committed to upholding and advancing the creation of a diverse and inclusive environment where every member of our community will treat each other with dignity and respect. We recognize that diverse experiences enrich our institution and all who pass through it. We honor, welcome and respect all identities and perspectives. At Drury, we define diversity as the differences that characterize people and communities, including age, sex, gender identity and expression, sexual orientation, ethnicity, race, socio-economic status, veteran status, ability, religion, political beliefs, and other ideologies. Inclusion is how we engage these differences to create a welcoming community and expand opportunities for cultural knowledge. Educational and workplace equity refers to providing opportunities that enable everyone to receive what they need to be successful as they work and learn at Drury.

**Academic Integrity:** See the Course Policies link at the end of this syllabus for the full policy regarding academic integrity.

* **Artificial Intelligence:** The unauthorized use of artificial intelligence (AI) or other automated tools to complete assignments is strictly prohibited unless otherwise stated. Any evidence of the use of AI will be considered a violation of Academic Misconduct and/or Plagiarism and subject to the Academic Misconduct Process.  It is the responsibility of each student to ensure that all work submitted for this class is their own, original work, written and completed without the use of AI or other automated tools. Additional information about Drury’s Academic Integrity Policy can be found at this link: [https://www.drury.edu/wp-content/uploads/files/academics/catalogs/community\_standards/handbook.pdf#page=8](https://www.drury.edu/wp-content/uploads/files/academics/catalogs/community_standards/handbook.pdf%23page=8)

**Online Student Code of Conduct:** Part of the goal of a university education is to grow one’s awareness and appreciation of the ideals of human life, in one’s ability to consider the long run consequences of one’s acts, in the degree to which one can assume responsibility for his or her own actions and way of living. Drury seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed.

* Students are expected to observe minimum standards of conduct designed to ensure maximum freedom for all. Online students are subject to the Drury Student Code of Conduct and to discipline by the university when regulations are violated.
* In order to maintain a positive learning environment online, the following two regulations are of particular importance to online classrooms:
  + Students shall not behave in a manner that is disruptive to class or other learning experiences.
  + Students shall not display behavior that is disruptive to class or other learning experiences.
* Although free to express academic or philosophical differences of opinion, students are to maintain an attitude of respect for each other and for the professor at all times. Any violation of the Drury University Code of Conduct will be managed through disciplinary action, up to and including separation from the university.

**Honor Code:** All students, faculty, and staff of Drury University are expected to know and abide by the Drury University Honor Code. This code applies to all members of the Drury Community regardless of location, as they are representatives of the University and the Drury Experience. "As a member of the Drury University community, I vow to treat others with respect. I will not violate others’ rights to learn and thrive in a safe, respectful environment, and by extension, I will not bully or intimidate others. Honesty will guide my every action. I will not condone any behavior compromising the Drury Honor Code.”

**Instructor Feedback**: I will provide grades or scores and feedback within seven days of when assignments were submitted.

**Assignment Policy:** I reserve the right to change an assignment. I will give a week’s notice if an assignment changes.

**Online Etiquette:** I reserve the right to adjust my course content including maintenance of the discussion threads up to and including locking or deleting posts that may be deemed unacceptable. You are encouraged to express diverse opinions but please do so respectfully. If you find a post or opinion objectionable, please contact me immediately.

[**Course Policies*:***](https://docs.google.com/document/d/1uIquZJVhWe6hjUZlhEdX3buWwOAgmWgWaXzOwQIKLO0/)This link connects you to a global set of policies that apply to all courses at Drury. Topics covered include Academic Integrity, Attendance, Course Standards, Digital Citizenship, Disability Support Services, Faculty Expectations and other topics. This is a part of the syllabus, and you should review it and be familiar with it.