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## **COURSE and TITLE:**

**INSTRUCTOR INFORMATION**

## **COURSE DESCRIPTION**

## **PREREQUISITES**

## **COURSE LEARNING OBJECTIVES**

By the end of this course, participants will be able to:

## **REQUIRED TEXTS**

## **MAJOR STUDY UNITS**

## **DESCRIPTIONS OF ASSIGNMENTS**

## **METHODS OF EVALUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE POINT SYSTEM**  *These are suggested percentages* | | |  |
| A = 93%-100% | B = 83%-86% | C = 73%-76% | D = 63%-66% |
| A- = 90%-92% | B- = 80%-82% | C- = 70%-72% | F=62% and below |
| B+ = 87%-89% | C+ = 77%-79% | D+ = 67%-69% |  |

**ESSENTIAL EQUIPMENT:**

To successfully complete this course, you will need access to a computer with reliable, high-speed Internet access and appropriate system and software to support the Brightspace learning platform. Typical technical requirements for users are:

**TECHNOLOGY REQUIREMENTS & RESOURCES**

The course is delivered through the Brightspace Learning Management System (LMS), Panopto, Zoom and Google Drive platform, which are a set of web applications designed to work with modern web browsers. Recommended browsers (those with the most QA testing effort against them) are Google Chrome, Safari, and Mozilla Firefox. The mobile versions of these browsers also work well with the majority of operations in Brightspace. Internet Explorer is not recommended.

To successfully complete this course, you will also need a working knowledge of Brightspace, Panopto, Zoom and Google Drive. For help attaining these skills please refer to the tutorial links below.

* **Brightspace**
  + Account Access [https://brightspace.uri.edu](https://brightspace.uri.edu/)
  + Resource page <https://web.uri.edu/brightspace/>
  + Tutorials <https://www.youtube.com/playlist?list=PLZz77ffBC33ltZ_XzSgohYHpzlo6T2xiE>

## Accessibility Information [https://www.d2l.com/accessibility/standards](https://www.d2l.com/accessibility/standards/)

* **Panopto**
  + Account Access <https://uri.hosted.panopto.com/>
  + Tutorials <https://its.uri.edu/services/9465203c49d0333596ae054e4b88af60bd08d0e280/#training>
  + Accessibility Information <https://support.panopto.com/s/article/Learn-About-Accessibility-Features>
* **Zoom**
  + Account Access <https://uri-edu.zoom.us/>
  + Tutorials <https://youtube.com/playlist?list=PLZz77ffBC33kRvShf_m2hdmoeLShm-Ewf>
  + Accessibility Information <https://zoom.us/accessibility>
* **Google Drive**
  + Account Access <https://drive.google.com/>
  + Tutorials <https://support.google.com/>
  + Accessibility Information <https://support.google.com/drive/topic/2650510?hl=en&ref_topic=14940>

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## **CLASSROOM PROTOCOL**

For this online course, Brightspace is our “classroom.” Please refer to the [Brightspace YouTube video tutorials](https://www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ/featured) before you get started and refer back to them as a resource as needed while you complete this course.

In the online learning environment, “attendance” is measured by your PRESENCE in the site as well as your CONTRIBUTIONS to the site. The importance of regular log-ins and active participation cannot be overstated. Regular online attendance/participation and engagement is expected for student success and is evident through timely postings and submissions, as well as any other required activities and assignments. All activities and/or assignments will be due on

## **ATTENDANCE AND OTHER CLASS POLICIES**

Requirements for students’ attendance and participation will be defined by each instructor based on the following policy:

* Please see the course schedule for specific due days.
* Regular online attendance/participation and engagement is expected for student success in fully online courses. Online participation is evident through posting to a discussion board, completing real-time activities or quizzes, or other course-related activities.
* Weekly deadlines for deliverables are [*add your consistent deadlines here - for example: Thursdays and Sundays by 11:59pm*.]

## **NETIQUETTE FOR ONLINE COURSE**

* Be polite and respectful of one another.
* Avoid personal attacks. Keep dialogue friendly and supportive, even when you disagree or wish to present a controversial idea or response.
* Be careful with the use of humor and sarcasm. Emotion is difficult to sense through text.
* Be helpful and share your expertise. Foster community communication and collaboration.
* Contribute constructively and completely to each discussion. Avoid short repetitive “I agree” responses and don’t make everyone else do the work.
* Consider carefully what you write. Re-read all e-mail and discussion before sending or posting.
* Remember that email is considered a permanent record that may be forwarded to others.
* Be brief and succinct. Don’t use up other people’s time or bandwidth.
* Use descriptive subject headings for each e-mail message.
* Respect privacy. Don’t forward a personal message without permission.
* Cite references. Include web addresses, authors, names of articles, date of publication, etc.
* Keep responses professional and educational. Do not advertise or send chain letters.
* Do not send large attachments unless you have been requested to do so or have permission from all parties.
* 2 word postings (e.g.: I agree, Oh yeah, No way, Me too) do not “count” as postings.

## **PROFESSIONAL CONDUCT**

Cheating and plagiarism are serious academic offenses, which are deal with firmly by the College and University. Scholastic integrity presumes that students are honest in all academic work. **Cheating** is the failure to give credit for work not done independently (i.e., submitting a paper written by someone other than yourself), unauthorized communication during an examination, or the claiming of credit for work not done (i.e., falsifying information). **Plagiarism** is the failure to give credit for another person’s written or oral statement, thereby falsely presuming that such work is originally and solely your own.

If you have any doubt about what constitutes plagiarism, visit the following website: <https://honorcouncil.georgetown.edu/whatisplagiarism>, the URI Student Handbook, and University Manual sections on plagiarism and cheating at

<http://web.uri.edu/studentconduct/student-handbook/>.

Students are expected to be honest in all academic work. A student’s name on any written work, quiz or exam shall be regarded as assurance that the work is the result of the student’s own independent thought and study. Work should be stated in the student’s own words, properly attributed to its source. Students have an obligation to know how to quote, paraphrase, summarize, cite and reference the work of others with integrity. The following are examples of academic dishonesty.

* Using material, directly or paraphrasing, from published sources (print or electronic) without appropriate citation;
* Claiming disproportionate credit for work not done independently;
* Unauthorized possession or access to exams;
* Unauthorized communication during exams;
* Unauthorized use of another’s work or preparing work for another student;
* Taking an exam for another student;
* Altering or attempting to alter grades;
* The use of notes or electronic devices to gain an unauthorized advantage during exams;
* Fabricating or falsifying facts, data or references;
* Facilitating or aiding another’s academic dishonesty;
* Submitting the same paper for more than one course without prior approval from the Instructor.

Please note the following section from the University Manual:

**8.27.17.** Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student’s academic dean, the instructor’s dean, and the Office of Student Life. The student may appeal the matter to the instructor’s dean, and the decision by the dean shall be expeditious and final.

Such action will be initiated by the instructor if it is determined that any written assignment is copied or falsified or inappropriately referenced.

Any good writer’s handbook as well as reputable online resources will offer help on matters of plagiarism and instruct you on how to acknowledge source material. If you need more help understanding when to cite something or how to indicate your references, PLEASE ASK.

**Please note:**  Students are responsible for being familiar with and adhering to the published **“Community Standards of Behavior: University Policies and Regulations”** which can be accessed in the **University Student Handbook.**

## **STUDENT SUPPORT SERVICES**

## The following student support services are provided by the university and available to all URI students:

## Student support services such as counseling center: https://web.uri.edu/counseling

## Food assistance: https://web.uri.edu/rhody-outpost

## Bias resource team: https://web.uri.edu/brt

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## **ACADEMIC SUPPORT SERVICES**

### **Disability, Access, and Inclusion**

Americans With Disabilities Act Statement

Any personal learning accommodations that may be needed by a student covered by the “Americans with Disabilities Act” must be made known to the university as soon as possible. This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from The Office of Equal Opportunity (OEO). <https://web.uri.edu/affirmativeaction/>

Any student with a documented disability is welcome to contact me early in the semester so that we may work out reasonable accommodations to support your success in this course. Students should also contact Disability, Access, and Inclusion, Dean of Students Office/Student Affairs, 330 Memorial Union, 401-874-2098. <https://web.uri.edu/disability/>

From the University Manual: 6.40.10 and 6.40.11 Accommodations for Qualified Students With Disabilities.

Students are expected to notify faculty at the onset of the semester if any special considerations are required in the classroom. If any special considerations are required for examinations, it is expected the student will notify the faculty a week before the examination with the appropriate paperwork.

**BRIGHTSPACE SUPPORT SERVICES**

The ITS Service Desk, located in the URI Library, is prepared to help students should they encounter problems with Brightspace. Please read through the following information:

1. For login problems, call the Service Desk at 874-4357.
2. The Service Desk Website, <https://web.uri.edu/itservicedesk/> opens in new window, posts the semester operating schedule as well as a link on the right index to the self- help technical wiki. That site contains Brightspace help and instructions for both students and faculty.

### Recommended browsers (those with the most QA testing effort against them) are Google Chrome, Safari, and Mozilla Firefox. The mobile versions of these browsers also work well with the majority of operations in Brightspace. Internet Explorer is not recommended.

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### **URI ONLINE LIBRARY RESOURCES**

<https://web.uri.edu/library/>

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## **COURSE SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Topics Discussed** | **Course Learning Objectives** | **Assignments/Deliverables** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
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| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |

## **SELECTED BIBLIOGRAPHY**