

UNIVERSITY OF ARKANSAS AT MONTICELLO
(Insert Name of) DEPARTMENT/PROGRAM/SCHOOL
ONLINE COURSE SYLLABUS
Semester, Year (i.e. Fall, 2011)

Instructor Name:

Instructor Phone: Give the complete extension: 870-460-XXXX.

Instructor Email Address:

Office Hours: Do NOT put “see office door” on any syllabus. (i.e. 10-11 MWF, 2-3 TT. Other times by appointment.)

Virtual Hours: These are minimal hours you should be available to chat, discuss, email students. (i.e. 8-9 MWF, 2-4 MWF, 12-2 TT)

Course Title and Credit Hours: (i.e. ENGL 1013 Composition I, 3 credit hours)

Description: (May be copied from the University catalog.) or Goals and Objectives of the Course:

Prerequisites: If there are no pre-requisites, type in “NONE.”

Required textbooks, workbooks, supplementary materials: Include name of textbook, author, publisher, edition, and ISBN number. Add the following information: Click on “online bookstore” for textbook information:

<http://www.uamont.edu/student.htm>

TECHNICAL SUPPORT INFORMATION: Include the information below in your syllabus:

Issues with Blackboard:

Contact Office of Academic Computing; phone 870-460-1663.

Open Monday-Friday, 8 a.m.-4:30 p.m.

Help Desk at fendley@uamont.edu or phone 870-460-1663.

The computer section in the Library is open during regular Library hours. Click here to see when the Taylor Library is open: <http://www.uamont.edu/library/>

Issues with Email: Contact the Office of Information Technology; phone 870-460-1036; open Monday-Friday, 8 a.m. – 4:30 p.m.

The Student Handbook for Distance Education is available at the following link:

<http://www.uamont.edu/AcademicComputing/>

MINIMUM TECHNOLOGY REQUIREMENTS:

For minimum technology requirements, visit:

<http://kb.blackboard.com/pages/viewpage.action?pageId=38830689>

Example: Access to a working computer with Internet capability.
Operating System: Windows 2000, XP, Vista or Macintosh OS X
Hardware: 256 MB of RAM, 1GB free hard disk space
Microsoft Office 2007 recommended

Connection to the Internet: (broadband connection, such as RoadRunner, Satellite Internet or DSL, is preferred). Broadband connections are recommended for assessments.

FEEDBACK SCHEDULE

Information regarding instructor response and availability. *For example:* Most often, a student can expect a response to email within 24 hours Monday through Friday. No emails will be answered after 5 p.m. on Friday until the following Monday.

METHOD OF DELIVERING ASSIGNMENTS

Example: Please submit work as a PDF document sent to Blackboard. Use Times New Roman, 12 point font with 1" side margins. All submissions should be titled with your last and first name and course title (e.g., Smith, Joe EDUC2225). Be sure to have anti-virus software installed on your computer and update it regularly.

ATTENDANCE POLICY /PARTICIPATION REQUIREMENTS

Specify your course requirements. *For example,* You are expected to post comments to the Discussion Board at least 3 times each week. Saying "I agree" or similar lack of information is not posting. Your remarks should add to the course discussion.

EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY

Specify how emergencies or interruption in service will affect assignment deadlines.

For example: Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning as they do in any learning environment. Have a back-up plan such as using the computers at a local library for submitting assignments in case your computer crashes or your service is interrupted.

HYBRID COURSE INFORMATION

If this course is a blended course in addition to being taught online, add relevant information here including the number and duration of weekly face-to-face meetings, whether these are to be held in a regular classroom or lab, types of activities are to be handled face-to-face vs. online, etc.

DISCUSSION

Include guidelines regarding handling discussion questions and any group activities. Include at least one example of a discussion question either in the Discussion area or in the Calendar of Activities.

ASSESSMENTS

Cover all assessment activities including homework assignments, quizzes, examinations, projects, etc. Specify if quizzes and/or examinations are open or closed book, if test/examination is timed, proctored, or has other special requirements. If a team project is required, it should be mentioned here with details provided below.

TEAM PROJECT

If a team project(s) is expected, provide details). Identify the following:

1. How the team is to be selected.
2. How the topic is to be selected.
3. Procedures for gathering data.
4. The required format and delivery of the project materials.
5. Grading scale.

GRADE ASSIGNMENT

Grading Scale:

A= 90—100

B= 80 — 89

C= 70 — 79

D= 60 — 69

F= 59 and below

STUDENTS WITH DISABILITIES

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in Harris Hall Room 120; phone 870 460-1026; TDD 870 460-1626; Fax 870 460-1926; email: whitingm@uamont.edu.

STUDENT CONDUCT STATEMENT

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

ACADEMIC DISHONESTY

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be XXXXXX insert your specific penalties for academic honesty.

COURSE OUTLINE/CALENDAR:

Include an outline of course topics. Post these to Blackboard as well.

SPECIAL DATES OF CONCERN:

List any special dates that would be of concern to any student.