Course Name

Course ID # | Number of Credits | Semester Term

**Instructor:** Click here to enter text.

**Office Hour:** Click here to enter text.

**Email:** Click here to enter text.

**Online Meeting:** Click here to enter text.

**Phone:** Click here to enter text.

**Office Number:** Click here to enter text.

# 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/) 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/) 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

Academic Integrity
Students have the right and responsibility to pursue their educational goals with academic integrity, which is the hallmark of truth and honesty in an engaged university community.  Please view the [Academic Integrity Policies and Procedures](https://www.usi.edu/media/5599778/academic-integrity-policies-and-procedures-fall-2016.pdf).

## Course Materials Sharing Statement

Students may not replicate, share, or post course-related materials on any platform outside of the Blackboard course site (such as public online “study” sites) without instructor permission. Please see USI’s [Students Rights and Responsibilities](https://www.usi.edu/media/5636410/student-rights-and-responsibilities-ay-21.pdf) documents for further information.

Civility Statement

The University is dedicated to a culture of civility among students, faculty, and staff. The university embraces and celebrates the many differences that exist among the members of a dynamic, intellectual and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. If you have experienced discrimination, or know someone who has, you may seek help by contacting USI’s Affirmative Action Officer, Chelsea Keaton, at 812-464-1703 or at title.IX@usi.edu. Find more information in the [Student Rights and Responsibilities: Code of Student Behavior](https://www.usi.edu/media/5632120/code-2020-2021.pdf) and [Equal Opportunity and Non-Discrimination policy](https://handbook.usi.edu/equal-opportunity-and-nondiscrimination-policy).

Class Withdrawal & Incomplete Policy
It is the student’s responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the [USI Academic Calendar](https://www.usi.edu/registrar/academic-calendar) for specific dates. For more information, please visit [Registrar’s Office Schedule Changes](https://www.usi.edu/registrar/schedule-changes/). Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an “F” grade.

## Disability Accommodations

If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Disability Communications at usi1disres@usi.edu as soon as possible. Students are approved for accommodations by Disability Resources should request their accommodation letter be emailed to them to forward to their online instructors. Due to the nature of online courses, some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply.  Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at [USI Disability Resources](http://www.usi.edu/disabilities).

## 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.

## Title IX, Sexual Assault and Gender Violence Policy

The University of Southern Indiana is committed to providing a safe learning, living and working environment free from discrimination. Sexual misconduct and incidents of interpersonal violence deeply interrupt the collegiate experience, and USI is dedicated to ensuring a campus that is free of these types of incidents in order to promote community well-being and student success. USI encourages individuals who believe that they have been sexually harassed, assaulted or subjected to sexual misconduct to seek assistance and support.

Confidential resources are available on campus at [Counseling and Psychological Services](https://www.usi.edu/counseling-and-psychological-services/) (CAPS) and the [University Health Center](https://www.usi.edu/healthcenter) (UHC). For a full list of resources, support opportunities, and reporting options, contact Chelsea Keaton, the University Title IX Coordinator, at 812-464-1703, email the office at title.IX@usi.edu, or stop by the Title IX office in the Wright Administration Building, Forum Wing, Suite 171.

# 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/)
	+ [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/)

# 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/academicskills/tutoring/)

## 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](http://www.usi.edu/university-division/disabilities)

## Student Grievances

[Student Grievances and Complaints Information](https://www.usi.edu/deanofstudents/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](http://www.usi.edu/media/5612733/financial-wellness-resources.pdf).

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.