**Sample Syllabus for Online Courses**

**CDE 1003 – 501 / Spring 2022**

**Office Location:** 888

Memorial Hall

**Office Phone:** 662-888-8888

**Instructor**: Jane Doe

**Email:** [janedoe@msstate.edu](mailto:janedoe@msstate.edu)

**Office Hours:**

* Monday 1 – 3 PM CST (Open sessions in Webex)
* Tuesday 3 – 6 PM CST (Open session in Webex)
* Email, Webex, or phone conversations are available by appointment

**Course Description**: In this section, you would provide the course description exactly as entered on the UCCC course proposal. You may include additional description as well. This is also where you list if the course is asynchronous, synchronous, or hybrid; if hybrid or synchronous, you will need to list meeting days and times.   
  
**Prerequisites:** There are no prerequisites for this course.  
  
**Required Technical Skills**:

* Ability to use a keyboard or other means of text generation
* Ability to access Microsoft Outlook, Canvas, myState, and other university sponsored web services
* Ability to download, install, and manage computer applications
* Ability to use video and audio functions in Webex

**Course Technology Requirements:**

* Mac or PC (Intel Core i5 processor or equivalent, RAM 8 GB minimum) with recently updated Firefox and / or Google Chrome browsers
* Access to steady internet connection of at least 10 – 15 MBps
* Microsoft Word, 2013 or later
* Visit <https://servicedesk.msstate.edu/TDClient/45/Portal/KB/ArticleDet?ID=1195> for more information.

**Course Materials:**

* *The Elements of Style* by Struck and White, 6th Edition (ISBN 2617268078475), required text

**Learning Outcomes**:

The successful student will be able, upon completion of the course, to:

* Discuss syllabi for online classes
* Identify required items for online syllabi
* Assess peer online syllabi for accuracy and adherence to university guidelines

**Grading Scale:**

|  |  |
| --- | --- |
| **Assignment** | **Points** |
| Homework and Daily Work | 150 |
| Journal | 100 |
| Presentation | 50 |
| Short Paper | 50 |
| Long Paper | 100 |
| Final Exam | 50 |
| **Total**: | 500 |

|  |  |
| --- | --- |
| **Grade** | **Points** |
| **A** | 500 - 450 |
| **B** | 449 - 400 |
| **C** | 399 - 350 |
| **D** | 349 - 300 |
| **F** | 299 - 0 |

**Assignments:**

* Homework and daily work will be given periodically through the course; these assignments will be posted every Tuesday at 12:00 AM CST and will be due the following Monday at 11:59 PM CST. More detail about individual assignments will be posted in Canvas
* The journal assignment consists of ten journal entries worth ten points each. Five entries will be due before mid-term, and five entries will be due before the final day of classes. More detailed information will be posted in Canvas.
* Within the first few weeks of class, you will be asked to choose a week and topic for a presentation. You will record your presentation in Arc and post it to a discussion board for your classmates and myself to view. One or two presentations a week will be given from the third week of class until the final week of class, with exceptions for holiday weeks. More detailed information will be posted in Canvas
* The short paper assignment will be due around mid-term. This assignment will require you to write a brief article review. More detailed information will be posted in Canvas.
* The long paper assignment will require you to write a brief research paper on a topic of your choosing. More detailed information will be posted in Canvas.
* The final exam will be administered in Canvas. It will be available from (date) to (date). More specific information will be posted in Canvas.
* All due dates TBA.

**Class Policies and Procedures:**

* Each week, you should expect to read the assigned chapter(s) in your textbook, watch videos related to course content, complete up to two or three homework or daily assignments, comment on a peer’s presentation (or give your own), and / or spend time preparing for larger assignments or writing journal entries.
* This course is set to Central Standard Time; you should move to set your appropriate time zone in your account settings in Canvas. This will translate CST deadlines into the appropriate time for your time zone and help you adjust so that you can meet deadlines.
* Attendance in this course will be evaluated based on your participation in the course and will be taken twice weekly. Participation is measured through your completion of daily work, homework, and interaction with presentations during the week; one attendance mark will be given for completion of homework and daily work, and the other will be given for interaction with the week’s presentation. Attendance marks do not affect your grade; however, incomplete assignments will.
  + Excused absences may be made up per AOP 12.09
  + Unexcused absences will only have the opportunity to make up major assignments. Major assignments are defined as anything worth 50 or more points. Late penalties will be applied.
* Major assignments will accrue a 10% late penalty per day it is late. No major assignment will be taken after the fourth day it is late.
  + Excused absences will be treated with regard to AOP 12.09
* Please turn on the Reply to Post notification in your Canvas settings. You should have this notification set to Daily. You may turn other notifications on or off as you wish.
* Communication within, and outside of, this course, including: email, personal interaction, discussion boards, reviews, etc. should be conducted with respect to and for both myself and your fellow students.
  + You may use the Canvas Inbox or MyState email to contact me or your classmates; I will respond to email within 24 hours on weekdays or 48 hours over weekends. Email is the best way to contact me; my office phone will be checked periodically on weekdays between 8 AM and 5 PM CST.
* All assignments should be submitted in MLA format and adhere to academic English syntax and grammar rules.

**Academic Misconduct Deterrent**:

* Papers – All papers in this course will be submitted through the Turnitin plagiarism detection software and originality reports will be generated for each assignment.
* Exam – The final exam for this course will be administered through the Honorlock proctoring system. This system will prevent the use of outside web resources, additional devices, and textbooks or notes from being used during the exam. This system will also prevent cheating by speaking to other students in class, both online or in the same room. Additional measures will be taken in the form of no back-tracking to previously answered questions, randomized answers, questions on test randomly pulled from large question pools, and randomized question order.

**University Syllabus:**

The Mississippi State University Syllabus contains all policies and procedures that are applicable to every course on campus and online. The policies in the University Syllabus describe the official policies of the University and will take precedence over those found elsewhere. It is the student's responsibility to read and be familiar with every policy. The University Syllabus may be accessed at any time on the Provost website under Faculty and Student Resources and at <https://www.provost.msstate.edu/faculty-student-resources/university-syllabus>.

**Course Content and Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Topic** | **Read During the Week** | **Assignments Due During the Week** |
|  | |  |  |
| **1** | Chapter 1 - Intro to Syllabi | (List out all readings, small and large) | (List out all assignments, small and large) |
| **2** | Chapter 2 - Instructor Information | Chapter 2 - 4 | Discussion 1  Interest Inventory  Note Annotations |
| **3** | Chapter 3 - Course Descriptions   * Holiday on Monday of this week, only four week days of class |  |  |
| **4** | Chapter 4 - Technology Requirements |  |  |
| **5** | Chapter 5 - Course Materials |  |  |
| **6** | Chapter 6A - Learning Outcomes (1) |  |  |
| **7** | Chapter 6B - Learning Outcomes (2) |  |  |
| **8** | Chapter 7 - Grading and Grading Scale |  |  |
| **Week Long Holiday, no days of class** | | | |
| **9** | Chapter 8 - Assignments |  |  |
| **10** | Chapter 9A - Polices and Procedure (1) |  |  |
| **11** | Chapter 9B - Policies and Procedure (2) |  |  |
| **12** | Chapter 10 - Honor Code |  |  |
| **13** | Chapter 11 - Academic Dishonesty Deterrent |  |  |
| **14** | Chapter 12 - Title XI and Student Support Services |  |  |
| **15** | Chapter 13 -Scheduling  And Final Exam |  |  |