

**College of Dolor Sit**

**School of Adipiscing**

**LORE 5555-55 | Lorem Ipsum Dolor | 3 credits**

# Faculty: Dr. Magna Aliqua

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**Office:** Kennedy 612

**Phone:** 708-687-5555

**Office Hours:** Tue/Thur, 9:00 AM to 10:00 AM and 2:15PM-4:00PM

**Online WebEx Link:** https://uncc.webex.com/meet/maliqua

*My preferred method of contact is by email. I will respond to all emailed questions within 24 hours Mon-Fri. I do not respond to emails over the weekend.*

# Course Description:

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# Pre or Co-requisite:

None

# Meeting Times:

Tuesday/Thursday, 4:00 PM to 5:15 PM, Kennedy 414

# Course Objectives:

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# Required Materials:

## Course Textbook

# Author, A. B. (Year). Title (11th Edition) Boston, MA: McGraw-Hill (required).

The content of this course will derive from the textbook, but also will have supplementary class notes and videos uploaded to Canvas. The textbook is available at the bookstore. Although you may purchase the textbook online. Be sure to order the 11th edition.

## Canvas Course Website

Resources for this course are also available in Canvas. Students must access Canvas modules for class notes, videos, links, and other course-related materials.

# Course Format and Expectations:

This syllabus contains the policies and expectations I have established for [COURSE NAME]. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

## Hybrid Course Format

This course will be delivered in a **hybrid-asynchronous** format. Part of it will be delivered online (through Canvas), and the other part will be conducted in the classroom, with social distancing guidelines applied. The hybrid component of this course is meant to provide students with some flexibility in their learning.

## Course Activities and Groups

The course is designed to engage you in a process of pre-class activities (online), in-class activities (face-to-face), and post-class activities (online).

* All students are assigned the same asynchronous pre-class and post-class activities to work on online.
* The class is split into two groups. One group meets face-to-face on M/T and the other group meets face-to-face on W/R.
* Face-to-face activities are repeated for each face-to-face class session.

### **In-Class Activities (Face-to-Face)**

Students attend a face-to-face class once a week. The face-to-face class is not a lecture but provides time for demonstrations, applications, discussion, polls, and problem-solving. Our class sessions are intended to elaborate on and supplement the pre-class readings, not merely to regurgitate this material. Occasionally, we will have review sessions or project discussions. Some topics will be covered in much greater detail in class than that offered by the readings. You may use class time to ask relevant questions. All face-to-face classes in a given week are the same so students who attend on different days have comparable experiences.

### **Pre- and Post-Class Activities (Online)**

You will do your best and get the most from this course if you prepare well and read the assigned materials before class. You are responsible for working independently online to complete all assigned activities and discussions in Canvas by the due dates (as applicable). Pay close attention to the order of activities and read the chapters in the order specified in the schedule.

Students should not consider the online weeks as being “off,” but rather to switch into a different style of self-learning, reviewing, practicing, and checking in on discussions during the week. Try to manage your schedule and time on the computer at home to work online activities or assessments by the due dates.

Online activities will range from the following:

1. **Pre-Recorded Videos**

Pre-recorded lectures/narrated PowerPoint slides will be posted prior to each week to cover the topics for that particular week. Please actively watch the videos and take notes as you normally would in class. Each video will be about 15-30 minutes (may be shorter or longer, as the case may be). You will get to watch (and re-watch) these videos at your own time.

There may also be videos posted from a variety of sources this semester, and you will have to watch/listen to a video then reflect on its content or complete a short activity related to the content.

1. **Online Discussions**

Each week, you are required to participate and respond to a series of online discussions posted. You are expected to provide thoughtful, well-articulated responses to each of the discussion questions to keep conversations on-going throughout the week. Please note that participation in online discussions is required. I will be monitoring this and may reply accordingly.

1. **Online Quizzes**

There will be a practice quiz online each week in Canvas. After completing the pre-class readings and videos, you must complete the practice quiz for that week (5-10 questions, multiple-choice).

1. **Online Exams**

There are two online exams this semester on the midterm and finals weeks. Online exams will be administered on Canvas. You will be given an adequate amount of time on the exam day to access the exam but once you begin, exams are timed and need to be completed within two hours.

1. **Independent Project**

You will have an assigned project to work on throughout the semester to connect your learning to professional practice. You will be expected to work independently through each project milestone and submit the required deliverable on the due dates assigned. You will be providing feedback to guide you through the project development process.

* 1. Milestone 1: Outline
  2. Milestone 2: First draft
  3. Milestone 3: Second draft with revisions
  4. Milestone 4: Project presentation and submission

# Grading Criteria:

|  |  |  |
| --- | --- | --- |
| **Course Element** | **Point Value** | **Percentage** |
| Online Quizzes | 100 | 25% |
| Online Discussions | 100 | 15% |
| Online Project | 200 | 25% |
| In-Class Activities | 100 | 15% |
| Midterm Exam | 100 | 10% |
| Final Exam | 100 | 10% |
| **Total** | **700** | **100%** |

# Grading Scale:

A 100 % to 90.0%

B <90.0 % to 80.0%

C <80.0 % to 70.0%

D <70.0 % to 60.0%

F <60.0 % to 0.0%

# General Course Policies:

*Note to Faculty:* [Refer to the guidelines of the university for these sub-sections](https://legal.uncc.edu/legal-topics/classroom-policies-and-practices/suggested-syllabus-policies-notices)

**COVID-19 Protection:**

It is the policy of UNC Charlotte for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear [CDC-compliant face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) while in buildings including in classrooms and labs. Students are permitted to remove face coverings in classroom or lab settings only when I explicitly grant permission to do so (such as while asking a question, participating in class discussion, or giving a presentation) and while at an appropriate physical distance from others. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the [Code of Student Responsibility](https://legal.uncc.edu/policies/up-406).

**Recording in the Classroom:**

Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

**Sexual Harassment in Web-Based or Web-Assisted Courses:**

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](https://legal.uncc.edu/policies/up-502) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](https://legal.uncc.edu/policies/up-307). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

**Attendance:**

***For COVID-19 / Pandemic Period***

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade.  An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

* **Do not come to class if you are sick**.  Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
* **If you are sick**: If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html), [complete this form](https://forms.gle/BAH4efQ8xab3ickJ7) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.
* **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, [complete this form](https://forms.gle/BAH4efQ8xab3ickJ7) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an [online request form](https://sass.uncc.edu/services/absence-verification) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course: [INSERT PLAN HERE. E.G. PROVIDE REMOTE LEARNING OPTIONS AND ASSIGNMENTS ON A CASE-BY BASE BASIS]. The final decision for approval of all absences and missed work is determined by the instructor.  ©

***For Regular Face to Face Classes***

Students are expected to attend every class and remain in class for the duration of the session. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade.  An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding class absences for medical appointments, military/court orders, and/or personal and family emergencies, such as a death in the immediate family, where a student is able to provide an instructor with appropriate supporting documentation of the absence. The final decision for approval of absences and missed work or make-up work is determined by the instructor.

The Office of Student Assistance and Support Services (SASS) can provide notification to faculty of emergency situations, when a student is unable to do so and when the office has been made aware of such emergencies. In such situations, the SASS office may also be able to assist with verification of such emergencies, once a student is able to return to classes. The SASS office does not provide verification of absences for car trouble, weather issues, personal activities, work, weddings, vacations, or University-sponsored events. Absences related to such activities should be discussed directly with the faculty member.

Should a student need assistance from the SASS office in verifying an emergency situation, they can submit an [online request form](https://sass.uncc.edu/services/absence-verification) and attach supporting documentation. Please note that students are not required to go through the SASS office at any time regarding absence verification, and the SASS office does not have the authority to excuse absences, allow for make-up work, or provide other academic accommodations.

In cases of absence due to pregnancy or parenting (pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions), students should contact the Title IX Office to obtain absence verification by completing the form at <http://bit.ly/332eaGd>.

**Syllabus Revision:**

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class [or by written or email notice][or by changes to this syllabus posted on the course website at (URL)].

**Classroom Conduct:**

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

**Late Work and Make-Ups:**

* Small assignments that are submitted late will receive a zero.
* In some situations, I will offer make-up work to make up missed in-class points; however, this will be decided on a case-by-case basis and the reason for missing the assignment must be legitimate. As this class relies so heavily on collaboration, making up missed work will be very difficult or impossible in some cases.
* Major Writing Assignments submitted after the due date and time will receive an automatic one-time deduction of 25%. Assignments submitted more than a week after the due date will receive a zero.

**Revisions:**

Revisions of all major writing assignments must be completed and submitted no later than 2 weeks after feedback has been returned.

**Feedback:**

Typically, feedback will be returned within one week for small assignments and two weeks for larger projects.

**Academic Integrity:**

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code. The Code is available from the Dean of Students Office or [online](https://legal.uncc.edu/policies/up-407).

Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

**NOTE**: See below for suggested syllabus policies addressing the use of plagiarism detection services.

**Course Credit Workload:**

This [NUMBER OF CREDIT HOURS FOR COURSE]-credit course requires [NUMBER OF CREDIT HOURS FOR COURSE] hours of classroom or direct faculty instruction and [NUMBER OF CREDIT HOURS FOR COURSE X 2] hours of out-of-class student work each week for approximately 15 weeks.  Out-of-class work may include but is not limited to: [REQUIRED READING, LIBRARY RESEARCH, STUDIO WORK, PRACTICA, INTERNSHIPS, WRITTEN ASSIGNMENTS, AND STUDYING FOR QUIZZES AND EXAMS].

**EXAMPLE: 1 CREDIT COURSE**

“This 1-credit course requires one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for approximately 15 weeks.  Out-of-class work may include but is not limited to: required reading, library research, written assignments, and studying for quizzes and exams.”

**For lab course:**

This [NUMBER OF CREDIT HOURS FOR COURSE]-credit lab requires \_\_\_\_\_\_ hours of direct faculty instruction and \_\_\_\_\_\_ hours of out-of-class student work each week for approximately 15 weeks.  Out-of-class work may include but is not limited to: [REQUIRED READING, LIBRARY RESEARCH, WRITTEN ASSIGNMENTS, AND STUDYING FOR QUIZZES AND EXAMS]. [REFER TO Carnegie Units at:]

**EXAMPLE: LAB WITHOUT HOMEWORK**

“This 1-credit lab requires three hours of direct faculty instruction for approximately 15 weeks.”

**EXAMPLE: LAB WITH HOMEWORK**

“This 1-credit lab requires two hours of direct faculty instruction and one hour of out-of-class student work each week for approximately 15 weeks.  Out-of-class work may include but is not limited to: required reading, library research, written assignments, and studying for quizzes and exams."

**Non-Discrimination:**

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

**Title IX:**

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking.  If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone.  UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

Please be aware that many UNC Charlotte employees, including all faculty members, are considered [Responsible Employees](https://titleix.uncc.edu/employees/who-responsible-employee-under-title-ix) who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator.  This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must [report the information to the Title IX Coordinator](https://cm.maxient.com/reportingform.php?UNCCharlotte&layout_id=125).  Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint.  Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([counselingcenter.uncc.edu](http://counselingcenter.uncc.edu), 7-0311); (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400); or (3) Center for Wellness Promotion ([wellness.uncc.edu](http://wellness.uncc.edu), 7-7407).  Additional information about your options is also available at [titleix.uncc.edu](http://titleix.uncc.edu) under the “Students” tab.

**Religious Accommodation:**

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities.  It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](https://legal.uncc.edu/sites/legal.uncc.edu/files/media/UP409-ReligiousAccommodationForStudents.pdf) to their instructor prior to the census date for enrollment for a given semester.  The census date for each semester (typically the tenth day of instruction) can be found in [UNC Charlotte’s academic calendar](http://registrar.uncc.edu/calendar).

**Student Grievances:**

Student Grievances Students enrolled in courses at the University of North Carolina at Charlotte who would like to file a complaint regarding their experience may do the following: 1. Refer to the UNC Charlotte Student Grievance Procedure. Students may also contact UNC Charlotte’s regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. 2. Students residing outside of North Carolina while attending UNC Charlotte may file a complaint in their state of residence. As required by federal regulations, students are directed to the list of resources here, compiled and updated by the State Higher Education Executive Officers.

**Withdrawals:**

Students are expected to complete all courses for which they are registered at the close of the add/drop period.  If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses.  It is important for you to understand the financial and academic consequences that may result from [course withdrawal](http://provost.uncc.edu/policies/withdrawals)..

**Incompletes:**

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I. University policy addressing Incompletes.

**Student Support:**

# Disability Support Services:

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

The Office of Disability Services works with current undergraduate and graduate students along with prospective students to ensure equal access to UNC Charlotte's campus and educational programs.

All services are dependent upon verification of eligibility.  Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs.  Students are strongly encouraged to register or check-in for their accommodations with a Disability Services counselor as soon as they have registered for classes.  Accommodations are not retro-active and will not begin until the student notifies his or her faculty by providing the Letter of Accommodation.

Please visit the Office of Disability Services at for additional resources, email questions to [disability@uncc.edu,](mailto:disability@uncc.edu,) or call 704‑687‑0040 (tty/v) for more information.

**Student Support Services:**

Be sure to take advantage of the wealth of resources and support available at UNC Charlotte. Some of the resources available to you include the University Writing Resource Center, University Counseling Center, and the J. Murrey Atkins Library.

* [University Center for Academic Excellent (UCAE)  |  (704) 687 7837  |  uncc-ucae@uncc.edu](https://ucae.uncc.edu/)
* [University Writing Resources Center (WRC) | 704-687-1899](https://writing.uncc.edu/writing-resources-center) | [wrchelp@uncc.edu](file:///Users/kbudhran/Desktop/wrchelp@uncc.edu)
* [Veteran Student Services |  704-687-5488   |](mailto:Veteran%20Student%20Services%20|  704-687-5488  %20| )[veteranservice@uncc.edu](mailto:veteranservice@uncc.edu)
* [University Counseling Center  | 704-687-0311](https://caps.uncc.edu/)
* [Multicultural Resource Center | 704-687-7121 |](https://mrc.uncc.edu/) [mrc@uncc.edu](mailto:mrc@uncc.edu)
* [List of computer labs on campus](https://faq.uncc.edu/pages/viewpage.action?pageId=3145889)
* [Atkins Library Laptop Lending program](https://library.uncc.edu/atkins/laptoplendingdetails)