



Department Name  
Course Name, Number and Section  
Semester

## ***COURSE SYLLABUS***

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### ***Instructor Information...***

**Instructor:**  
**E-Mail:** Use WebCT Mail feature  
**Phone:**  
**Office:**

### **Office Hours and Contacting the Instructor:**

Office hours will be upon request. Generally, I am in my office during ... (a list of days/times.) You may call me at (505)538-XXXX, or send me an email through WebCT email during normal Monday-Friday, 8-5 hours. Students can expect to receive an initial reply within 24 hours. When appropriate, students are encouraged to post their questions to the discussion areas so other students can benefit from the response or have an opportunity to respond to your question.

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### ***Texts & Readings***

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The following textbooks are required for this course:

Text 1  
Text 2

The following texts/materials are suggested for this course:

Text A

You can purchase your textbooks at the University Bookstore.

Some students also choose to purchase their textbooks via other online resources such as <http://www.amazon.com> or <http://half.com>.

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## ***Course Description & Prerequisites***

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Enter course description here.

Include academic prerequisites (i.e. PSYCH 105) and any other prerequisites (i.e. familiarity with Matlab, etc.)

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## ***Course Expectations***

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**Students should expect to spend at least \_\_\_\_ hours per week on this course.** This includes readings, viewing course content, completing homework assignments, posting to the discussion area, etc.

**All announcements/changes/due dates will be posted on WebCT:** It is the student's responsibility to check their WebCT account and course calendar for communications and changes to the course **several times a week**. A grade of zero will be given for assignments not completed by their due date. No late assignments or quizzes will be accepted.

**Exams:** The instructor will arrange for proctoring for closed-book exams. Common locations include local libraries and Extended University branch centers. Please contact New Media and Extended Learning at (505) 277-5765 for additional assistance.

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## ***Computer Requirements***

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Since this is an online course, there are some minimum hardware and software requirements to complete the course. For recommended operating system requirements and web browser compatibility, see <http://www.westga.edu/%7Edistance/webct2/help/webctrequirements.php> .

For all browsers, JavaScript and cookies must be enabled. To use Chat and Whiteboard, Java must also be enabled. Please see <http://www.webct.com/tuneup> for details on

internet browser setups.

Students will need access to Microsoft Word and PowerPoint for this course. In addition, students will need to obtain [WinZip](#) and [Adobe Acrobat Reader](#), which can be downloaded for free from the Internet. List any other software needed . . .

Homework assignments will be submitted electronically via WebCT. Students will be expected to have access to a scanner for digitizing any handwritten assignments.

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## **Technical Support**

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If you are having technical problems with WebCT, you can contact free technical support through one of the following ways:

- Phone: (505) 538-6046
- Email: [distance@westga.edu](mailto:distance@westga.edu)
- Web: <http://webct.westga.edu/>

Any course content related questions should be directed to your assigned instructor. Please refer to [contact](#) information.

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## **Course Outline**

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### **Module 1: August 25-31**

#### **Introduction to the Course**

**Objective:** Become familiar with how to operate in the online WebCT environment & with course policies. (Add content related topic summary – a sentence or two about what the first week’s worth of material is about.)

**Reading:** Potter, pp. 5-49

**Assignment:** In order to get oriented to this WebCT course, you should complete the following assignments in the order listed below:

1. WebCT Orientation – WebCT Tutorial Module (Available in the “Start Here” section in WebCT)
2. WebCT Tutorial Module Quiz (Available in WebCT Quizzes)
3. Next steps (i.e. View and complete Module 1 in WebCT) . . .

## **Module 2: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 3: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 4: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 5: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 6: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 7: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 8: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 9: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 10: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 11: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 12: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 13: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 14: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 15: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

## **Module 16: Dates**

### **Topic**

**Objective:**

**Reading:**

**Assignment:**

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### **Assessment and Grading Criteria**

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This is an intensive, graduate-level course with regular and firm deadlines. As such, you should expect to spend at least \_\_\_\_\_ hours working on the course each week. This includes readings, viewing course content, completing homework assignments, posting to the discussion area, etc.

### **Weekly Assignments (Sample Description)**

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There will be three types of weekly assignments in this course, which are described below.

All written assignments (i.e. Homework Assignments) must be submitted via the Assignment Drop Box.

- 1. Weekly Discussion Topics:** Discussions are, in essence, the equivalent of "class participation" in an online course. The instructor will begin facilitation of these class discussions. Each discussion topic will last for one-week. Discussions start on Mondays and will end on the following Sunday. (You can find out the start and end times for each discussion topic in the course calendar.)

Please log into the class and participate in the discussion at least \_\_\_\_\_ times during the one-week window. You are expected participate in all of the discussion topics presented during the semester.

Please take care in composing your discussion postings; the idea is to have a conversation with the instructor and other students in the class, much as you would in a face-to-face class. (The discussion area should not be a series of

unrelated postings.) You are encouraged to share your ideas, ask questions, and comment/respond appropriately to other students' comments. The instructor will evaluate your discussion postings in terms of both quality and quantity as part of the course grade.

During the first two weeks of the course you will have an opportunity to interact casually with other students in the class to form virtual study groups. Students in this class often find it is essential to pair up with other students in the class to complete homework assignments. Please take advantage of this opportunity to find other students that may live near you, or have compatible schedules for working together. It is the responsibility of the student to find a virtual study group. If you are having difficulty establishing a study group, please contact the instructor.

There will also be a discussion area called the "Student Café." This is an area where you can post questions and ideas unrelated to formal discussion topics. This area is supposed to serve as an equivalent to questions you might ask informally before/after class or in the hallway in you were in a face-to-face class.

**Please use the discussion area as your primary way of asking questions regarding the class.** Often other students will have the same questions, so it is a quicker and more efficient way for you to get your questions answered.

2. **Mid-term Exams:** You will have a closed book mid-term exam for this course. Please see the course calendar for the exact date of the exam. **You will be responsible for obtaining a proctor for this exam.** Please work with New Media & Extended Learning services at 277-5765 to help arrange your proctor. Typical places to proctor an exam include a UWG branch campus or a public library.
  - Worth : 20% of grade
  - Based on homework assignments.
  - The format of the exam will be....
  - Closed Book, but you can have a one-page cheat sheet you will need to fax or send to your instructor after you complete the exam.
3. **Final Exams:** You will have an open-book final exam in this course. This is similar to a take-come exam. It will be open book, but NO collaboration is allowed. Please see the calendar for details on the date of this exam.
  - Worth : 25% of grade
  - Based on homework assignments for weeks 10-14.
  - Open Book, open notes, open anything
  - But no collaboration allowed.
  - The format of the exam will be....
4. **Project:** Students will need to complete a research project that includes a

PowerPoint presentation & a written report in UWG thesis format. Please see the assignments section for details on this project.

- Worth : 15% of grade
- Individual or Group?
- PowerPoint & UWG thesis format paper
- ...

5. **Weekly Homework Assignments:** Homework assignments will be assigned each week, except for the week of the mid-term and the final. Details on the homeworks can be found under the assignments icon.

1. Total number assignments- 13
2. Worth - 25% of the grade
3. Submit before the deadline for getting considered for grading
4. Open Book
5. Collaboration Acceptable
6. Solutions will be posted in WebCT each Monday for the assignment due the previous week under the solutions icon.

**REMINDER about Late Submissions:** All final dates for taking assignments and quizzes are posted on the course calendar and on the quiz page. You will receive zero points for any quiz or assignment not completed by the deadline.

(End sample assignment descriptions)

<i>Final Grade</i>	<i>Percent</i>
Discussion Postings	15
Homework	20
Project	20
Midterm Exam	20
Final Exam	25

Sample grading structure

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### **Course Evaluation**

You will be asked to complete a mid-term and final course evaluation survey online for this course. These surveys are completely anonymous and provide useful information to

improve this course for next semester's students. These surveys will be listed on the calendar and will appear in the quizzes section of the course. If you have any questions or concerns about the survey, please ask the instructor.

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## **Course Policies**

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**Academic Integrity:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional manners. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

**Access to Education:** Qualified students with disabilities needing appropriate academic adjustments should contact the instructor as soon as possible to ensure your needs are met in a timely manner. For information on assistive technology available for student use and additional information on services available through Student Accessibility Services, see <http://www.westga.edu/~dserve/>.

**Audit:** A student may register for a course as an auditor, providing permission of the instructor is obtained. A student has the first four weeks of the semester to change a course to audit status. No changes in audit status will be processed after the fourth week of class. Students are charged the normal tuition rate for auditing a course.

**Collaboration:** Collaborative work, such as studying or discussing course assignments and materials with other class members, is highly encouraged. Students are encouraged to collaborate with each other using the WebCT email discussion area tools. The discussion area called 'Student Café' is one place to share ideas with others in the class.

**Copyright:** All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

**Privacy and WebCT Tracking Notice:** WebCT or the course web site automatically records all students activities, including, your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data is accessed by the instructor to evaluate class participation and to identify students having difficulty using WebCT features.

**Incompletes, Withdrawals, and Drops:** I give out incompletes only under extreme circumstances. If you are running into problems with the course, please contact me as early as possible so you do not fall behind.

This course falls under all UWG policies for last day to drop courses, etc. Please see <http://www.westga.edu/~registra/dropadd.htm> or the

<http://www.westga.edu/~registra/catalogs.htm> for information on UWG services and policies. Please see the [http://www.westga.edu/index\\_calendar.php](http://www.westga.edu/index_calendar.php) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

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