|  |  |
| --- | --- |
| This is an image of the university logo. It contains the letters F I U in navy blue with a gold border on the left, a gold vertical line in the middle, and Florida International University on the right, written in navy blue. | Syllabus TemplateSandbox Courses TEMPLATE-FOLIO-SYLLABUS |

## General Information

### **Professor Information**

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| This is a placeholder image for where a profile picture of the professor should go. It is the silhouette portrait of a woman. |

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|  |  |
| --- | --- |
| Instructor | Instructor |

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|  |  |
| --- | --- |
| Office | Office |

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|

|  |  |
| --- | --- |
| E-mail | prof@fiu.edu |

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|  |  |
| --- | --- |
| phone | (305) 348-0000 |

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|  |  |
| --- | --- |
| Office Hours | By Appointment |

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|  |  |
| --- | --- |
| Website | www.fiu.edu/~prof |

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|  |  |
| --- | --- |
| Turn Around Time | Within 24 hours |

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| --- | --- |
| Additional Notes |  |

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 **Course Description and Purpose**

Course Description and Purpose.

 **Course Objectives**

Upon completing this course, students will be able to:

1. Identify...
2. Compare...
3. Evaluate...
4. Create...

 **Course Awards**

Course Awards.

## Important Information

 **Policies**

Please review the [FIU's Policies](https://online.fiu.edu/html/canvas/policies/) webpage. The policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable netiquette for online courses. For additional information, please visit [FIU's Policy and Procedure Library](https://policies.fiu.edu/).

 As a member of the FIU community you are expected to be knowledgeable about the behavioral expectations set forth in the [FIU Student Conduct and Honor Code](https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/student-conduct-and-honor-code/index.php).

 **Technical Requirements and Skills**

One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy, we mean being able to manage and organize computer files efficiently and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course, but students enrolled in online courses are expected to have moderate proficiency using a computer. Please go to the [What's Required](https://fiuonline.fiu.edu/experience/what-is-required.php) webpage to find out more information on this subject.

Privacy Policy Statements for Partners and Vendors

* [Canvas](https://www.instructure.com/policies/privacy/)
* [Microsoft](https://privacy.microsoft.com/en-US/)
* [Adobe](https://www.adobe.com/privacy/policy.html)
* [Google](https://policies.google.com/privacy?hl=en)
* [YouTube](https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=637250182218140375-1657741717&rd=1)
* [LinkedIn](https://www.linkedin.com/legal/privacy-policy)
* [ProctorU](https://www.proctoru.com/privacy-policy)
* [HonorLock](https://honorlock.com/student-privacy-statement/)
* [Turnitin](https://guides.turnitin.com/Privacy_and_Security)
* [OpenStax](https://openstax.org/privacy-policy)
* [Zoom](https://zoom.us/privacy)
* [Respondus LockDown Browser](http://www.respondus.com/about/privacy.shtml)

Please visit our [Technical Requirements](https://online.fiu.edu/html/canvas/mastertemplate/technical-requirements/) webpage for additional information.

 **Accessibility and Accommodation**

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive, and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

For additional assistance please contact FIU's [Disability Resource Center](http://drc.fiu.edu/).

Web Accessibility Statements for Partners and Vendors

* [Canvas](https://community.canvaslms.com/docs/DOC-2061)
* [Microsoft](https://www.microsoft.com/en-us/trustcenter/compliance/accessibility)
* [Adobe](https://www.adobe.com/accessibility/compliance.html)
* [Google](https://www.google.com/accessibility/)
* [YouTube](https://support.google.com/youtube/answer/189278?hl=en)
* [LinkedIn](https://www.linkedin.com/accessibility)
* [ProctorU](https://www.proctoru.com/accessibility-statement)
* [HonorLock](https://honorlock.com/accessibility-statement/)
* [Turnitin](https://www.turnitin.com/about/accessibility)
* [OpenStax](https://openstax.org/accessibility-statement)
* [Zoom](https://zoom.us/accessibility)
* [Respondus LockDown Browser](http://support.respondus.com/support/index.php?/default_import/Knowledgebase/Article/View/187/19/is-lockdown-browser-accessible-to-those-with-disabilities)

Please visit our [ADA Compliance](https://online.fiu.edu/html/canvas/mastertemplate/accessibility/) webpage for additional information about accessibility involving the tools used in this course.

 **Academic Misconduct Statement**

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Conduct and Honor Code. Academic Misconduct includes:

**Cheating**

* The unauthorized use of any materials, information, study aids or assistance from another person on any academic assignment or exercise, unless explicitly authorized by the course Instructor;
* Assisting another student in the unauthorized use of any materials, information, study aids, unless explicitly authorized by the Instructor; and
* Having a substitute complete any academic assignment or completing an academic assignment for someone else, either paid or unpaid; and

**Plagiarism**

* The deliberate use and appropriation of another are work without any indication of the source and the representation of such work as the Student's own.
* Assisting another student in the deliberate use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own.

Learn more about the [academic integrity policies and procedures](https://online.fiu.edu/student/resources/policies.php) as well as [student resources](https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/index.php) that can help you prepare for a successful semester.

 **Panthers Care & Counseling and Psychological Services (CAPS)**

If you are looking for help for yourself or a fellow classmate, Panthers Care encourages you to express any concerns you may come across as it relates to any personal behavior concerns or worries you have, for the classmate’s well-being or yours; you are encouraged to share your concerns with [FIU’s Panthers Care website.](http://PanthersCare.fiu.edu/)

[Counseling and Psychological Services (CAPS)](http://caps.fiu.edu) offers free and confidential help for anxiety, depression, stress, and other concerns that life brings. Professional counselors are available for same-day appointments. Don’t wait to call (305) 348-2277 to set up a time to talk or visit the online self-help portal.

 **Inclusivity Statement**

This course will serve to embrace the diversity and inclusivity found within Florida International University. We appreciate and respect diversity, equality, equity, cooperativeness, community, and sustainability within our online courses. We are committed to the ongoing education of our students and their participation within the course regardless of gender, ethnicity, age, sexual orientation, geographical location, religion, and disability. We strive in encouraging collaboration by preparing our students to value the differences in others. At the core of our intentions is the encouragement of acceptance and appreciation of differences within our student population and community.

 **Course Prerequisites**

**If the course has prerequisites:** This course has a prerequisite(s). Review the [Course Catalog.](http://onlineapps.fiu.edu/coursecatalog/) webpage for prerequisites information.

**If the course does not have prerequisites:** There are no prerequisites for this course.

 **Proctored Exam Policy**

**Please note that the information contained in this section applies only if your course requires a proctored exam.**

Through a careful examination of this syllabus, it is the student’s responsibility to determine whether this online course requires proctored exams. Please visit our [Student Proctored Exam Instructions.](http://online.fiu.edu/currentstudents/exams) webpage for important information concerning proctored exams, proctoring centers, and important forms.

### **Textbook and Course Materials**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This is a placeholder image of where an image of the text book should go. It shows the silhouette of an opened book with the words "Image Not Available" above it. |

| Textbook Title (Required/Optional) |
| --- |
| Textbook Author |
| Textbook Publisher |
| Textbook Date |
| Textbook ISBN-10 |
| Textbook ISBN-13 |
| Textbook Notes |
| Textbook Additional Notes |
| You may purchase your textbook online at the FIU Bookstore |

 |

Textbook Description

 **Expectations of This Course**

This is an online course, which means most (if not all) of the course work will be conducted online. Expectations for performance in an online course are the same for a traditional course. In fact, online courses require a degree of self-motivation, self-discipline, and technology skills which can make these courses more demanding for some students.

Students are expected to:

* **review the getting started page** located in the course modules;
* **introduce yourself to the class** during the first week by posting a self-introduction in the appropriate discussion;
* **take the practice quiz** to ensure that your computer is compatible with the learning management system, Canvas;
* **interact** online with instructor and peers;
* **review** and follow the course calendar and weekly outlines;
* **log in** to the course **X times**per week;
* **respond** to discussions by the due date specified. **No late work will be accepted;**
* **respond** to **emails** within **X days;**
* **submit** assignments by the corresponding deadline

The instructor will:

* log in to the course **X** week;
* respond to discussion postings within **X days of the deadline**;
* respond to **emails** within **24 hours**;
* grade assignments within **X days** of the assignment deadline.

## Course Detail

 **Course Communication**

Communication in this course will take place via the Canvas Inbox. Check out the [Canvas Conversations Tutorial](https://community.canvaslms.com/t5/Video-Guide/Conversations-Overview-All-Users/ta-p/383696)or [Canvas Guide](https://community.canvaslms.com/docs/DOC-10574-4212710325) to learn how to communicate with your instructor and peers using Announcements, Discussions, and the Inbox. I will respond to all correspondences within 24 hours.

 **Discussion Forums**

Keep in mind that your discussion forum postings will likely be seen by other members of the course. Care should be taken when determining what to post.

Discussion Forum Expectations:

* Provide clear guidance on the expectations and requirements
* Available dates (unlimited or for a specific time)
* Criteria for evaluating the originality and quality of students' comments and grade credit expected
(Rubric is highly encouraged)
* The expected turn-around time for feedback or grades.

 **Assessments**

In order to mitigate any issues with your computer and online assessments, it is very important that you take the "Practice Quiz" from each computer you will be using to take your graded quizzes and exams. It is your responsibility to make sure your computer meets the minimum [hardware requirements](https://online.fiu.edu/student/resources/software-resources.php).

All assessments will auto-submit when (1) the timer runs out OR (2) the closing date/time is reached, **whichever happens first**. For example, if a quiz has a closing time of 5:00 pm but the student begins the exam at 4:55 pm, the student will only have 5 minutes to complete the quiz.

* List all assessments (i.e. graded or practice)
* Provide the dates and times when assessments will become available (i.e. From Monday 10:00 am – Tuesday 11:59 pm)
* Provide assessment duration (i.e. 30 minutes, 1 hour)
* Provide details for results
* When will students be able to see the results (i.e. Immediately after exam, after the availability period has ended, or not at all)
* What will they be able to see the results (i.e. Total score only, all of the questions and answers, etc.)
* The expected turn-around time for feedback or grade.\

Assessments in this course are not compatible with mobile devices and should not be taken through a mobile phone or a tablet. If you need further assistance please contact [FIU Canvas Help Team](https://canvas.fiu.edu/support/).

 **Assignments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

| **Assignments**  | 0% of Total  |
| --- | --- |
| No assignments in this group  |  |

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 **Zoom Video Conference**

Zoom is a video conference tool that you can use to interact with your professor and fellow students by sharing screens, chatting, broadcasting live video/audio, and taking part in other interactive online activities. We will be utilizing this tool to conduct **[insert meeting purpose here]**.

Zoom Meetings will be held on the following dates/time:

* **Meeting 1: Date/Start Time – End Time**
* **Meeting 2: Date/Start Time – End Time**
* **Meeting 3: Date/Start Time – End Time**

Zoom meetings can be accessed via the Zoom link in the course navigation menu. Once you click on the Zoom link, it will route you to join the meeting for the respective class session. You will also be able to view upcoming meetings, previous meetings that you have already joined, and meeting recordings. Before joining an actual class session:

* Reference the [Zoom Student Tutorials](https://fiuhelp.force.com/canvas/s/article/Zoom-students) to learn about the tool, how to access your meeting room, and share your screen.
* Access the [Zoom Test Meeting Room](https://zoom.us/test) to test out the software before joining an actual session.

If you encounter any technical difficulties, please contact the [FIU Canvas Help Team](https://canvas.fiu.edu/support/). Please ensure you contact support immediately upon the issue occurring.

### **Grading**

**[Insert notes about grading here]**

| **Course Requirements** | **Number of Items** | **Points for Each** | **Total Points Available** | **Weight** |
| --- | --- | --- | --- | --- |
| Quizzes | 3 | 50 | 200 | 25% |
| Exams | 2 | 200 | 400 | 25% |
| Discussion/Participation | 1 | 100 | 100 | 25% |
| Assignments | 3 | 100 | 300 | 25% |
| **Total** | 10 | N/A | 1000 | 100% |

### **Grading Schema**

| **Name** | **From** | **To** |
| --- | --- | --- |
| A | 100% | 95% |
| A- | < 95% | 90% |
| B+ | < 90% | 87% |
| B | < 87% | 83% |
| B- | < 83% | 80% |
| C+ | < 80% | 77% |
| C | < 77% | 70% |
| D | < 70% | 60% |
| F | < 60% | 0% |

## Course Calendar

 **Modules**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

| **Module 0 | Getting Started**  |  |
| --- | --- |
| Getting Started  |

|  |  |
| --- | --- |
| **Module 1 | Enter Module Title Here**  |  |
| Module 1 Introduction  |
| Module 1 Resources  |
| Module 1 Assignments  |

|  |  |
| --- | --- |
| **Student Resources**  |  |
| FIU Resources  |
| Technical Support  |
| Policies  |

 |

 **Weekly Schedule**

**[Insert weekly schedule notes here]**

| **Date** | **Tasks** |
| --- | --- |
| **[Enter Weekly Dates]** | Supports Learning Objectives: |
| **[Enter Weekly Dates]** | Supports Learning Objectives: |
| **[Enter Weekly Dates]** | Supports Learning Objectives: |
| **[Enter Weekly Dates]** | Supports Learning Objectives: |