# *Online/Blended Course Syllabus*

# Course Information

*Course Number/Section*

*Course Title*

*Ter**m*

# Professor Contact Information

*Professor*

*Office Phone*

*Other Phone*

*Email Address*

*Office Location*

*Online Office Hours*

*Other Information*

Note: *state time/day and how office hours will be held, e.g. BlackBoard Collaborate, MS Teams, or WebEx (add appropriate links) and/or phone call – optional; please ensure student’s identity in adherence to FERPA*

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## **Course Modality and Expectations**

| **Instructional Mode** | List the instructional mode for the course by referencing to the [Spring 2021 Registration Information](https://www.utdallas.edu/covid/students-families-info/spring-2021-registration/) webpage. |
| --- | --- |
| **Course Platform** | Explain how this course will be delivered, e.g. Blackboard Collaborate, MS Teams, or WebEx. Provide technical information and appropropriate links. |
| **Expectations** | Describe your expectations of students. |
| **Asynchronous Learning Guidelines** | Describe what students should do if they select asychronous instruction and and how it will apply to lectures and/or exams by referencing the [Asynchronous Access for Spring 2021 FAQ](https://www.utdallas.edu/covid/response/faq/#asynchronous) webpage. |

## **COVID-19 Guidelines and Resources**

The information contained in the following link lists the University’s COVID-19 resources for students and instructors of record.

Please see <http://go.utdallas.edu/syllabus-policies>.

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**(*For hybrid/blended course only*)**

**Classroom Conduct Requirements Related to COVID-19**

UT Dallas requires that all students must wear a face covering that covers the nose and mouth in all university buildings and classrooms. To help protect the health and safety of students, instructors, and the University community, students who choose not to wear a face covering may not attend class in person but may attend a course remotely. Anyone attending class in person without a face covering will be asked to put one on or leave. Instructors may end the class if anyone present refuses to appropriately wear a face covering for the duration of class. Students should also be sure they are at least six feet away from their fellow students and faculty, and seated in a seat that is designated to ensure that distance. Students who either refuse to wear face coverings appropriately or to adhere to other social distancing protocols may face disciplinary action for [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003) violations. Students who are unable to comply with the university policies including wearing a face covering should consult the [Comets United - Student Safety](https://utdallas.edu/covid/students-families-info/student-safety/) webpage for further instructions.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university’s website (see “[What should I do if I become sick?](https://www.utdallas.edu/coronavirus/faq/#students)” webpage)

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## **(For hybrid/blended course only)**

## **Class Attendance**

The University’s attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes. These attendance requirements will not be used as part of grading (see Class Participation below for grading information).

In-person participation records may be used to assist the University or local public health authorities in performing COVID-19 occurrence monitoring. Please note – in-person attendance requires consistently adhering to University requirements, including wearing a face covering and other public safety requirements related to COVID-19, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

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## **Class Participation**

## Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

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**Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

***Note: if the instructor records any part of the course, then the instructor will need to use the following syllabus statement:***

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

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**Class Materials**

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct.](https://policy.utdallas.edu/utdsp5003)

# Course Pre-requisites, Co-requisites, and/or Other Restrictions

# Course Description

# Student Learning Objectives/Outcomes

# Required Textbooks and Materials

## Required Texts

## Required Materials

# Suggested Course Materials

## Suggested Readings/Texts

## Suggested Materials

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](http://www.bkstr.com/texasatdallasstore/home).

# Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](https://ets.utdallas.edu/elearning/students/current/getting-started) webpage.

# Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](https://elearning.utdallas.edu/) website.

Please see the course access and navigation section of the [Getting Started with eLearning](https://ets.utdallas.edu/elearning/students/current/getting-started)  webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](https://ets.utdallas.edu/elearning/students/current/tutorials) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](https://ets.utdallas.edu/elearning/helpdesk) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

# Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](https://ets.utdallas.edu/elearning/students/current/tutorials) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

# Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](https://ets.utdallas.edu/elearning/students/current) webpage for more information.

# Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](https://ets.utdallas.edu/elearning/helpdesk). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

# Academic Calendar

| WEEK/ DATES | TOPIC/LECTURE | READING | ASSESSMENT / ACTIVITY | DUE DATE |
| --- | --- | --- | --- | --- |
| 1  MM/DD- MM/DD |  |  |  |  |
| 2  MM/DD- MM/DD |  |  |  |  |
| 3  MM/DD- MM/DD |  |  |  |  |
| 4  MM/DD- MM/DD |  |  |  |  |
| 5  MM/DD- MM/DD |  |  |  |  |
| 6  MM/DD- MM/DD |  |  |  |  |
| 7  MM/DD- MM/DD |  |  |  |  |
| 8  MM/DD- MM/DD |  |  |  |  |
| 9  MM/DD- MM/DD |  |  |  |  |
| 10  MM/DD- MM/DD |  |  |  |  |
| 11  MM/DD- MM/DD |  |  |  |  |
| 12  MM/DD- MM/DD |  |  |  |  |
| 13  MM/DD- MM/DD |  |  |  |  |
| 14  MM/DD- MM/DD |  |  |  |  |
| 15  MM/DD- MM/DD |  |  |  |  |
| 16  MM/DD- MM/DD |  |  |  |  |

# Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](https://ets.utdallas.edu/testing-center) webpage and [Distance Learning Proctored Exams](https://ets.utdallas.edu/testing-center/distance-learning/) webpage to make arrangements.

# Grading Policy

# Course Policies

## Make-up exams

## Extra Credit

## Late Work

## Special Assignments

## Class Participation

## Classroom Citizenship

# Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

*“As a Comet, I pledge honesty, integrity, and service in all that I do.”*

# Academic Support Resources

The information contained in the following link lists the University’s academic support resources for all students.

Please go to [Academic Support Resources](http://go.utdallas.edu/academic-support-resources) webpage for these policies.

# UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to [UT Dallas Syllabus Policies](http://go.utdallas.edu/syllabus-policies) webpage for these policies.

***The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.***