Course Title

### Prefix, Number, Fall 2019

## Course Description:

You will find your course description in the [UCCS Academic Catalog](http://catalog.uccs.edu/). A statement about your specific approaches and insight sets the tone for the semester.

## Professor [Instructor]:

* **Office** location, URL of web conference
* **Contact information**: Canvas message/email, telephone – preferred means of communication?
* **Office Hours, including online:** Days and times you will be available for appointments or be online
* Teaching philosophy
* [Put other information in Canvas Profile - training, expertise, etc.]

### Professor/Student interactions - examples of statements

* My preferred mode of communication is email/telephone/chat
* Examples:
* I will hold weekly online office hours by appointment through Canvas Conference on Tuesdays/Thursdays from 7-9pm
* I will respond to email within 24 hours and return graded work will be graded and feedback provided within 1 week of due date

## Course Objectives:

List the course objectives that will lead students to the learning outcomes of the course. Use action verbs and measurable tasks to describe what students will learn through this course.

### Examples of course objectives:

At the end of this course, students will be able to:

1. describe the importance of statistics to his/her learning experiences, career, and life in general
2. calculate measures of central tendency, measures of variability, and measures of association
3. calculate the probability of events
4. summarize raw data using SPSS
5. apply statistical knowledge acquired in class to real-life problems

## Course Requirements:

### Prerequisite course(s) and skills (examples):

* None
* Department/program pre-requisites met
* Campus writing requirements satisfied [ENGL 1310/1410 Rhetoric and Writing]

### Required Texts/textbook and Other Instructional Materials

* List required course texts and instructional materials. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed, including publisher's information.
* **NOTE:** Posting of pdf files of copyrighted materials should be arranged through the library for database retrieval or scanning to ensure copyright compliance.

### Recommended Texts

* Include a list all supplemental resources such as publisher's materials which students should utilize during the course and specify how and where to access them. Specify whether supplemental resources are required or optional.

## Technology Requirements

### This section includes links to:

* The [Technology Requirements](https://connect.uccs.edu/resources/technical-requirements) including campus email account and access to Canvas and other tools, resources, and materials needed by the student for success in the course. There is a pre-course setup module that can be added to your course to facilitate the preparation of computer and browser setup.
* The [minimum technical skills](https://connect.uccs.edu/resources/technical-skills) expected of your students to be successful in your course. This could include using the learning management system, emails with attachments, creating documents in Word, copy and pasting, using a spreadsheet or presentation software, or setting up their browser.
* The **digital information literacy** refers to the ability to locate, evaluate, apply, create, and communicate knowledge using technology. Examples of digital information literacy skills might include: Using online libraries and databases to locate and gather appropriate information, Using computer networks to locate and store files or data, Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters, Properly citing information sources, and Preparing a presentation of research findings**.**

## Course Structure

Explain how the course will be organized and delivered, as well as the expectations for their participation.

### Examples:

* This course will be delivered entirely online through Canvas [and/or other software interfaces such as publisher site etc.]. There are no campus meetings [except for optional face-to-face office hours].
* The units/weeks/modules start on Monday at midnight (12am) and end on Sundays at 11:59pm. All graded work is due at 11:59pm on Sunday, after which it is marked late.
* The weekly course material will consist of video lectures, readings, links to internet resources, written assignments, tests and quizzes, etc.
* Interactivity among the class members is through discussions, group work, synchronous meetings etc. [ex: live online web conferencing such as Webex which can be recorded] which count as attendance

## Assignments

**NOTE:** The assignment names and due dates are automatically displayed in chronological order in the Canvas Syllabus page. You could include a brief checklist of the course assignments by category and with points and due dates or include the assignments in the schedule. Attach rubrics to the assignments in the Canvas course.

|  |  |  |
| --- | --- | --- |
| Assignment | Due date | Description and points  More information for these assignments is posted on Canvas. |
| Introduction Discussion Forum, Module 1 | Due 8/28/17 at 11:59pm | As part of the efforts to build a supportive community of learners in this course, students and instructor will create a self-introduction using the Big Blue Button tool in the discussion forum called Introduction. I ask that you record a short video and respond to the others in the course as well. More on this exercise is posted on Canvas. |
| Discussion Forums - weekly | Due every week except Thanksgiving week) at 11:59 pm. Make your own post by Thursdays at 11:159pm and your responses by Sunday at the same time. | The discussion forums are essential to the class community and will cover a broad range of topics related to the content of the course. Points will be earned for a thoughtful response to the initial prompt, participation in the dialogue of the forum and with at least 3 others in the course. There is a rubric attached to the forums, so keep those in mind when participating. 100 points each week. |
| Journal 1, Module 2 | Due 9/3/17 at 11:59pm | A self-evaluation of your readiness to take an online course.  50 points for handing it in. |
| Exam 1, Module 5 | Due 10/1/17 at 11:59pm | This will cover chapters 1 through 12 in the textbook and will a multiple-choice and fill-in-the-blank format. More on this exercise is posted on Canvas. |
| Peer Review, Module 12 | Due 11/24/17 at 11:59pm | Peer review of your own and your class members' final written assignment. This is anonymous, will be carried out through Canvas and Office 365, and you will receive points for at least 2 peer reviews and a self-review. 100 points. |
| Final Project portfolio, Module 15 | Due Dec. 12 at 11:59pm. | An original research project with a prospectus, evidence of data collection, executive summary, publishable document, annotated bibliography and a Turnitin report for originality. This will be turned in through Canvas in Module 15  1000 points. |

## Grades and grading

### Grading policy statements - Examples

* Grades will be posted in Canvas within \_\_\_\_\_ [days] after the assignment due date.
* Writing intensive courses focus on improving your writing skills, so all class members will be participating in peer review of revisions to receive full credit.
* Work will be accepted only while the assignment/test/quiz is still open in Canvas.
* Assignments should be uploaded using the assignment link in Canvas; please do not email them to the instructor.
* All online exams will require Respondus Lockdown Browser/Respondus Monitor (proctoring). See Pre-course setup module for download and instructions.

### Weighted assignments

|  |  |  |
| --- | --- | --- |
| Assignments and points | Points total | Final Weighted Percentage |
| 4 Written Assignments @ 100 pts | 400 | 30% |
| 5 multiple-choice tests @ 20 pts | 200 | 20% |
| 5 Reflection Journals @ 50 pts | 250 | 20% |
| 4 Discussion forums @ 100 pts | 400 | 30% |
| Total | 1250 | 100% |

### Grading Schema: Converting points/percentages to letter grades

|  |  |
| --- | --- |
| **Points to letter grades** | **Letter grades to Percentages** |
| 1000-900 = A to A- | A = 100 to 93% | A- = <93 to 90% |
| 899-800 = B+ to B- | B+ = <90 to 87% | B = <87 to 83% |B- = <83 to 80% |
| 799-700 = C+ to C- | C+ = <80 to 77% | C = <77 to 73% | C- = <73 to 70% |
| 699-600 = D+ to D- | D+ = <70 to 67%| D = <67 to 63% | D- = < 63 to 60% |
| <599 = F | F = <60% |

# Student responsibilities for this course

## You should expect to:

* Participate in all online activities in the course as listed in the syllabus unless they make prior arrangements.
* Commit to spending a minimum of \_\_\_\_hours per week to complete the requirements for the course.
* Check UCCS email daily for updated messages sent via Canvas by the professor, and reply to these messages when appropriate
* Practice “Netiquette" and civility for online discussions, written work, email, and all forms of communication. Practice “Netiquette" and civility for online discussions, written work, email, and all forms of communication and refer to UCCS [Code of Conduct](https://dos.uccs.edu/student-conduct).
* Submit all assignments through Canvas by the stated deadline.
* Know the policies and procedures for late work or missed assignments.
* Ask for help

## UCCS Policies:

In addition to the course policies, all UCCS students are also expected to know and comply with policies set by the campus and the Regents of the University of Colorado. The most important include:

### [Disability Services (or Accommodations) Syllabus statement](https://www.uccs.edu/~disability/)

“If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to register with Disability Services and provide them with documentation of your disability. They will work with you to determine what accommodations are appropriate for your situation. To avoid any delay, you should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to me. [Please contact Disability Services](https://disability.uccs.edu/) for more information at Main Hall room 105, 719-255-3354 or [dservice@uccs.edu.](mailto:dservice@uccs.edu)

### [Military Students Syllabus Statement](https://www.uccs.edu/~military/)

"Military students who have the potential to participate in military activities including training and deployment should consult with faculty prior to registration for any course, but no later than the end of the first week of classes."  [Office of Veteran and Military Student Affairs](https://military.uccs.edu/)

### [Student Code of Conduct](https://www.uccs.edu/dos/student-conduct.html)

It is the responsibility of online students to read and understand the ethical and social behavior that underlies the principles of the University. This is a collection of policies regarding student behavior including ethics, cheating, plagiarism, and a whole list of student conduct infractions that cover participation in online forums.

### [Withdrawal from course](https://www.uccs.edu/registrar/withdrawal-policies-and-procedures.html)

You may choose to withdraw from your class. Please note the last date for withdrawal without instructor/dean's approval is October 27, 2017. Please email prior to your withdrawal as I am concerned about your progress in this course.

# Help - Technology and Student Support

## Technology Help

There is a pre-course setup that can be added to your course shell with instructions for students for setting up your computer and student tutorial videos for Canvas. More help is available through the Help link at the bottom of the global navigation in the Canvas course (black nav bar at the far left of the window).

* **Canvas Support 24/7 Hotline 844-802-9230**
* [Canvas Support Live Chat](https://cases.canvaslms.com/liveagentchat?chattype=student) - you do not have to be logged in to Canvas to access the hotline or chat.
* **UCCS Helpdesk** - 719-255-4357 or [Contact the Help Desk online.](https://oit.uccs.edu/get-help)

## Third-Party Privacy and Accessibility Policies

A single statement about that the tools used in this course are compliant with the institution’s policy on student data privacy. For tools chosen by the instructor provide links to privacy policies within the course. The UCCS Resource Page contains links to some of the vendors’ privacy policies and accessibility statements. You can download the UCCS Resources page from Canvas Commons and add it to your course.

## Academic Help

### [The Excel Centers](http://www.uccs.edu/excel/index.html)

The UCCS Excel Centers include the Language and Social Sciences Center, the Mathematics Center, the Communication Center, the Science Center, and the Writing Center. These five academic centers are designed to provide critical academic and individual support to all students in the University in all major academic areas, both within and beyond the classroom. All Excel Centers offer [online services by appointment.](https://excel.uccs.edu/excel-support)

### [Academic Advising](https://www.uccs.edu/~advising/)

Advising for degree programs and ask questions about all things regarding your academic career

# Course Schedule

A course schedule should include the topics or module, dates, assignments including exams or quizzes with due dates and a course schedule. Post detailed instructions on weekly assignment and readings in Canvas.

**NOTE**: The assignment names and due date are automatically displayed in chronological order in the Canvas Syllabus page.

|  |  |  |  |
| --- | --- | --- | --- |
| Module/ Week | Topic | Readings, activities | Assessments/Assignments |
| Module 1 8/21 to 8/27 | Getting Started | Pre-course Setup | Introductions discussion board |
| Module 2 8/28 to 9/3 |  |  | Journal 2 - |
| 3 |  |  |  |
| 4 |  |  |  |
| etc. |  |  |  |