# Course Syllabus

Course Rubric

Course Name

3 Credit Hours

## Course Information

**Course Description:**

Enter the complete course description as found in the Course Proposal.

**Course Outcomes:**

Upon successful completion of this course, students will be able to:

* Course Outcome #1
* Course Outcome #2
* continue listing Course Outcomes...

**Prerequisites and Co-requisites:**

Any course prerequisites or co-requisites should be listed here.

* Course Topics:
* Course Topic #1
* Course Topic #2
* continue listing Course Topics...

**Specific Course Requirements:**

Detail any specific course requirements...

## Instructor Information

This information will be added by the section instructor directly; no update is required by the Course Developer.

## Textbooks, Supplementary Materials, Hardware and Software Requirements

Please visit the [Virtual Bookstore [opens in a new window](http://www.bkstr.com/tnecampusstore/home)](http://www.bkstr.com/tnecampusstore/home) to obtain textbook information for this course. Move your cursor over the "Books" link in the navigation bar and select "Textbooks & Course Materials." Select your Program, Term, Department, and Course; then select "Submit."

**Textbook Title:**

**Edition #:**

**Author(s):**

**Publisher:**

**Year:**

**ISBN-10:**

**ISBN-13:**

**Other Course Materials:**

Detail any supplementary materials needed for the course. Approximate costs and how to locate these materials should be included.

**Hardware and Software Requirements:**

Review the [minimum hardware and software requirements](https://tnecampus.org/technology-requirements).

**Common applications you might need:**

* To read a PDF file download the latest version of [Adobe Reader](https://get.adobe.com/reader/)
* Don't have Microsoft Office? Explore an alternative [OpenOffice](http://www.openoffice.org/)

**Additional Hardware and Software Requirements for Course**

* List any other hardware/software students may need for the course here.

**Student Resources:**

* TN eCampus information and tutorials for students ([TN eCampus Knowledge Books for Students](https://tnecampus.helpspot.com/index.php?pg=kb.book&id=10)).
* TN eCampus information on how to be a [Successful Online Learner](https://tnecampus.org/successful-online-learner).
* Technical support information can be found at the [TN eCampus Help Desk](https://tnecampus.org/help).
* Find guides for writing and research citation formats at Purdue [OWL Online Writing Lab](https://owl.purdue.edu/) (for APA, MLA, or Chicago style).
* Virtual tutoring is available **FREE** of charge. To access virtual tutoring, visit the course homepage, and select Virtual Tutoring under Course Resources.
* The [Student Liaison](https://tnecampus.org/student-liaisons) at your campus can provide guidance and assistance for degree program and course offering information, course registration, grade appeals, or concerns you might have about your instructor or classmates.

## Participation, Assessments, & Grading

**Grading Procedures:**

Letter grades for this course will be assigned based on the following scale.

**Assigned Grade**

|  |  |
| --- | --- |
| **Point Range** | **Assigned Grade** |
| ## - ## Points | A |
| ## - ## Points | B |
| ## - ## Points | C |
| ## - ## Points | D |
| under ## Points | F |

**Graded Items**

|  |  |
| --- | --- |
| **Description** | **Points** |
| # of Discussions, @# points each | Subtotal Points |
| # of Assignments, @# points each | Subtotal Points |
| # of Papers, @# points each | Subtotal Points |
| # of Exams, @# points each | Subtotal Points |
| **Total Course Points** | **Total Points** |

**Proctoring**

Detail any proctoring requirements for the course.

**Assessments and Projects:**

Assessments in this course include:

* Assessment type – description
* Assessment type – description
* Assessment type – description

**Class Participation:**

Please describe the class participation requirements for this course.

**Late Policy:**

Please describe the punctuality requirements or late policy for this course.

## Course Ground Rules

*The following two statements (1., 2.) were derived from the TBR System-wide Student Rules document, released January 2012:*

RULES OF THE TENNESSEE BOARD OF REGENTS STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE SYSTEM-WIDE STUDENT RULES CHAPTER 0240-02-03 STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

[**Read the document in its entirety [opens in a new window](https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions)**](https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions)**.**

### 1. Standards of Conduct:

Students are required to adhere to the same professional, legal, and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending an e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments, and actions.

### 2. [Review the TN eCampus Academic Integrity/Academic Honesty Policy [opens in a new window](https://tnecampus.org/online-integrity)](https://tnecampus.org/online-integrity)

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited.

Such conduct includes, but is not limited to:

* an attempt by one or more students to use unauthorized information in the taking of an exam,
* to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person,
* or to knowingly assist another student in obtaining or using unauthorized materials.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited.

The use of any AI tool, such as ChatGPT, must be cited for any assignment where it has been used, and may not be used unless specifically allowed by the instructor.

Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action through the regular procedures of the student’s home institution. Refer to the student handbook provided by your home institution to review the student conduct policy.

In addition to other possible disciplinary sanctions that may be imposed, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

### Other Course Rules:

Students are expected to:

* Participate in all aspects of the course
* Communicate with other students
* Learn how to navigate in Brightspace
* Keep abreast of course announcements
* Use the assigned course management (Brightspace) e-mail address rather than a personal e-mail address
* Address technical problems immediately: [Contact Technical Support [opens in a new window](https://tnecampus.org/help)](https://tnecampus.org/help)
* Observe course netiquette at all times
* Access the [Academic Calendar [opens in a new window](https://www.tnecampus.org/academic-calendar)](https://www.tnecampus.org/academic-calendar)for the TN eCampus term schedule

## Guidelines for Communications

### Email:

* Always include a subject line.
* Remember, without facial expressions, some comments may be taken the wrong way. Be careful in wording your emails.
* Use standard fonts.
* Do not send large attachments without permission.
* Special formatting, such as centering, audio messages, tables, HTML, etc., should be avoided unless necessary to complete an assignment or other communication.
* Respect the privacy of other class members.

### Discussions:

* Review the discussion threads thoroughly before entering the discussion.
* Try to maintain threads by using the "Reply" button rather than starting a new topic.
* Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
* Be patient and read the comments of other group members thoroughly before entering your remarks.
* Be cooperative with group leaders in completing assigned tasks.
* Be positive and constructive in discussions.
* Respond to discussion topics or questions in a thoughtful, helpful, timely, and thorough manner.

## Library

The [Tennessee Virtual Library [opens in a new window](https://tnecampus.org/library)](https://tnecampus.org/library)is available to all students enrolled in the TN eCampus Program. Links to library materials (such as electronic journals, databases, inter-library loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading will be included within the course modules. To access the virtual library, go to the course homepage and select the Virtual Library link under Course Resources.

## Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor. In most cases, eligible students will be given an accommodation letter and should provide their instructor with a copy of it.

## Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) in a course announcement.