Model UD Syllabus for Online and Hybrid Courses
Course Number and Title
Course URL
Semester & Year

*==Please read== - This Model UD Syllabus was first created by College faculty in 1999, and faculty, working with the VPAA have revised and updated it several times since. Although no course meets the legal definition of a contract, students legitimately (a) expect to receive a clear and complete syllabus and (b) rely on the syllabus for their planning related to the course. In addition, the University's accreditors require that we have on file, a copy of the syllabus for every course we teach. As a result, every full-time and adjunct faculty member is expected to follow this template when drafting the syllabus for every course taught in the College at UD. An electronic copy of each course syllabus must be filed each term with the Faculty Secretary in Van Vliet. **Faculty should ==delete== this paragraph before copying this syllabus for online use.***

Faculty Information:

Instructor's name, office location, office hours, office phone number and fax number, e-mail address, etc.

Overview/Course Description:

Provide a brief description of the course and material covered in the course, including the catalog description. (The syllabus description can be more detailed, but it should include the same language that is in the catalog.).

Prerequisites:

Required Text(s), Readings, and Materials:

Recommended for Further Study (required as appropriate):

Course and Program Objectives - student competencies/outcomes:

   A. Department Mission Statement

   B. Program Learning Outcomes achieved through this course

   C. Course Learning Outcomes

      a. Usually course-level learning outcomes can be obtained from an existing syllabus or course proposal for the class. Both are available from Academic Affairs.

      b. If existing course learning outcomes do not contain a learning outcome related to the Wendt Initiative, a learning outcome similar to the following should be added: Students will analyze ethical issues related to (course subject matter). Refer to the shared faculty drive for Wendt Initiative information.

LEARNING OUTCOMES	MEANS OF ASSESSMENT *
1.	
2.	

* "Assessment" always involves aggregated data. Individual student performance on assignments is evaluated or graded, and course grades summarize these evaluations. Assessment occurs when multiple student evaluations are aggregated by student learning outcome, when multiple course evaluations are aggregated by program learning outcome, and when multiple program evaluations are aggregated by institutional learning outcome.

Performance Expectations:

1. Login to class website on a daily basis.
2. Meet all deadlines.
3. Prepare adequately for each class session using appropriate study strategies.
4. Do your own work.
5. Have and use all textbooks and required materials.
6. View and read all posted materials provided by the instructor and carefully follow all directions.
7. Actively participate in online discussion forums and wikis.
8. Write effectively and appropriately.
9. Be courteous and respectful in public and private communications.

Technology Requirements and Computing Facilities (required as appropriate):

1. **Electronic Communication:** Students are expected to login to UDOnline on a regular basis to access course resources, such as the syllabus, readings, and discussion forums, as well as upload assignments.

2. **Electronic Devices:** Students are expected to have or locate their own access to computer equipment and an Internet connection. If a student does not have a computer they may access University lab computers located throughout campus. Check with the Office of Technology for specific locations.

Library Requirements (required as appropriate):

Student Evaluation & Grading:

1. Course Requirements

    Course criteria, requirements, or standards to meet the objectives specified in the Department and Course Objectives section.

2. Weighted Student Strategy

    This section identifies and weights methods used in this course to measure the student's progress against identified course objectives.

3. Grading Scale (if applicable)

Schedule of Assignments/Calendar:

Course Administrative Information – "house rules:"
1. Late policy.
2. Test/work make-up.
3. Independent vs. teamwork policy.

Academic Dishonesty Policy

"The University of Dubuque expects students to be honest in academic matters. We expect each person on campus to be forthright and direct, and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be consistent with the Mission and Values of the University." (University of Dubuque Student Handbook, 2014-15). Please see the "Values Violations" section of the UD Student Handbook for appropriate definitions, procedures and possible sanctions related to Academic Dishonesty (http://www.dbq.edu/media/CampusLife/VPofStudentLife/2014-15-Student-Policy-Handbook.pdf)

Academic Success Center

The Academic Success Center for the University of Dubuque is located on the second floor of the Myers Library. The phone to the Center is 589-3262. This center can assist you in developing basic academic skills and can provide tutoring referrals.   Please contact your instructor to discuss Academic Success Center services that might assist you in achieving course outcomes.

Library Support

Librarians are available to assist you in every stage of research assignments. The Reference Desk is located on the first floor of the Myers Library. The phone to the Reference Desk is 589-3770. Librarians also answer questions by email (reference@dbq.edu) and instant message (screen name: udreference). Librarians can assist you in developing basic academic research skills and provide referrals as needed.   Each academic department has an assigned librarian. Please contact your instructor to discuss library materials and services that will assist you in achieving course outcomes.

Proctoring Services

In online classes, tests will be administered remotely by an online authentication and proctoring service called Examity®, which gives you the flexibility to schedule exams at your convenience and take them wherever you want.

To prepare for using Examity®, you will need to meet the following technical requirements:
- Working Webcam and Microphone
- An Internet connection of at least 2Mbps (test at www.speedtest.net)
- Chrome/ Firefox/ Internet Explorer/ Microsoft Edge browser (Chrome is preferred)
- Up to date Operating system (Windows or Mac OS)You must take the exam on a desktop computer or laptop (not a tablet, Chromebook or cell phone).

Please click on the link below to run an automated systems check
http://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx

If you do not pass the systems check or have any questions or concerns, you can contact Examity's® technical support team 24/7 via email at support@examity.com or phone at (855) 392-6489 **Option 1.**
Reaching Support.
- All day and all of the night.
- Phone: 855-392-6489 **Option 1**
- Email: support@examity.com
- Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.

OFF-CAMPUS CO-CURRICULAR DISCLAIMER
Students and faculty at the University of Dubuque are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students will be encouraged to attend campus events and, from time to time, to engage in off-campus activities that supplement on-campus instruction and activities. Students will often be required to provide their own transportation to and from off-campus activities and events that occur in the Tri-State area. The University of Dubuque will generally provide assistance with transportation upon request by a student, but assumes no obligation to do so.
Students are required, as a condition of their enrollment, to assume all risk and liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.
(UD Student Handbook)

Americans With Disability Act (ADA) Statement

Reasonable accommodations are available for students who have a documented disability. Please notify (insert course instructors name) during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. Confidentiality of all requests will be maintained. All requested accommodations must be approved through the Academic Success Center, 2nd floor Myers Library (589-3262).

This syllabus, course calendar and other attending documents
are subject to change during the semester.

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