



[Enter Course Name, Number and Section]

[Enter Semester and Year]

Instructor: [Type your name here]
Office: [Type your office location and room number here]
Office Hours: [Type your office hours here]
Office Telephone: [Type your office telephone number here]
E-mail Address: [Type your university e-mail address here]
Departmental Telephone: [Type the telephone number for your department or school here]
Student Resources Page: <http://www.txwes.edu/atw/students.htm>
Course Login Page: <http://texaswesleyanwebct.embanet.com:8900/webct/public/home.pl>
Technical Support: <http://helpdesk123.com/helpdesk/help/TexasWesleyan.htm>

About the Instructor:

[Use this section to provide a brief description of yourself (you may also consider inserting a picture). Describe your educational accomplishments, career background, and some personal interests.

[If you have an instructional Web site, include the link here.]

Course Description:

[Type the description of the course from the current catalog here.]

Learning Objectives:

[Type objective 1 of the course here.]

[Type objective 2 of the course here.]

[Type additional objectives here.]

[For assistance writing objectives, see the [Writing learning Objectives Guide](#).]

Entrance Competencies:

[Identify any prerequisite skills or knowledge that students must have prior to starting the course here. For example:

Students are expected to know how to use a web browser such as Netscape Navigator or Microsoft Internet Explorer, send and receive e-mail, attach documents in e-mail, and use discussion boards.]

Required Materials:

Textbook

Author(s): [Type the name(s) of the author(s) here]
Title: [Type the title of the book here]
ISBN: [Type the ISBN of the book here]
Publisher Name: [Type the name of the book's publisher here]
Web Address: [Type the web address associated with the book here; if none exists, delete this row]
Alt Purchase Address: <http://www.amazon.com>, <http://www.barnesandnoble.com>
University Bookstore: <http://www.bkstr.com/>
Estimated Cost: \$[Type the Suggested Retail Price here]

Software [If this section is not needed, delete this table]

Title: [Type the title of the software here (e.g., Word)]
Version: [Type the version of the software here (e.g., 2003)]
Manufacturer Name: [Type the name of the publisher/manufacturer here (e.g., Microsoft)]
Web Address: [Type the web address associated with the software here]
Alt Purchase Address: <http://www.academicsuperstore.com/>
University Bookstore: <http://www.bkstr.com/>
Estimated Cost: \$[Type the Suggested Retail Price here]

[Include the name of and information necessary to acquire additional required materials here]

Recommended Materials:

[Describe any additional materials that are available in support of the student's learning activities or reading references that will enhance the instruction here. Support materials can include items such as software that simplifies a process, materials available via the digital library, audio and/or videotapes commercially available, and Internet URLs.]

Instructional Methods:

[Describe the primary means of instruction (i.e., lecture notes, streaming video, discussions, live chats, etc). here.]

Course Requirements:*A. Assignments*

[Describe what the student must do in terms of written assignments, oral assignments, class projects, etc. here]

B. Submitting and Returning Assignments

[Provide details on how students are to submit their assignments, and how they will be returned here. This is especially important for distance learning students. Be sure to include the applicable addresses (conventional mail, Email, drop off points, etc.). You will want to be specific in your instructions about how to format documents to be submitted. For example, if a student does not have Microsoft Word as a word processor (and having Microsoft Word is not explicitly stated as a course requirement in the *Required Materials* section of this syllabus), then be sure to have them save their paper as an RTF format - most word processors can do this and all can read this format.]

C. Instructor Feedback

[Provide details on how and when you will be responding to the students' assignments, e-mail, threaded discussion, and grades here. Be sure to include times you will be available for contact via telephone and expected response time to student e-mail.]

D. Exams

[Explain how and when the exams are administered during the semester here. It is recommended that students not be required to come to campus, even for exams. Research has shown no significant difference in the amount and level of cheating in online courses compared to that in face-to-face courses. Further, cheating in online courses is virtually eliminated "when a course is well constructed, is learner-centered, and promotes learner empowerment and self-reflection" (Palloff & Pratt, 1999, p. 147). However, if your concerns are not alleviated and you choose to have a proctored final exam, then you need to include details about the process in this section. For example:

Proctored Final Exam

A proctored exam is a supervised exam. Students choosing this option are responsible for arranging for a professional proctor to oversee the exam process. These students must submit a

Proctor Information Form to the instructor three weeks prior to the examination. If your proctor is not approved, you will be required to take the exam on campus at the scheduled time.

Testing centers at other universities or a Commercial Testing Center (ex. Prometric, New Horizons, etc.) generally do an excellent job of requiring identification and returning the completed exam in a timely manner. Keep in mind that if you choose to have the final exam proctored, you will need to mail the exam and related materials to the testing center at least two weeks prior to the scheduled exam time and administer the exam to students who will be coming to campus to take the final.]

E. Absence Policy & Participation

[For online courses, indicate what constitutes participation here. For example, you may want to require that your students respond in posting discussions a certain number of times and with more depth than "I agree with John..." Or you may require your students to meet in a certain Chat room at specific times on specified days.]

F. Evaluation & Grading

{Describe how student's grades are determined here. For example:

Grading -- Students' final averages will be based on the following assignments and exams. Each item counts equally in determining this average.

- Average of twelve weekly writing assignments based on each week's topic.
- Average of twelve responses to questions asked during weekly chat sessions.
- Mid-term Exam: Questions assigned on Tuesday, October 15. Answers due on Monday, October 21.
- Documented Essay (10-15 pages): Due Tuesday November 5.
- Final Exam: Questions assigned on Tuesday, December 3. Answers Due on Tuesday, December 10.

Letter Grades:

[Course grades are based on final averages (outlined below).]

Final Grade	Final Average
A	90% and above
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

University Policies:

A. Academic Integrity

Students should read the current Texas Wesleyan University Catalog and Student Handbook to become familiar with University policies. These policies include but are not limited to grade appeal, sexual harassment, student access to records, and others; policies specified in the [current catalog](#) are applicable unless otherwise stated in this syllabus." -

[As an alternative to the above statement, faculty may choose to incorporate fuller statements on each of these areas. For example:

Cheating, plagiarism (submitting another person's material as one's own), or completing assignments for another person who will receive academic credit are impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the course instructor. Course exams may not be printed out. Any person possessing a hardcopy of a course exam will be in breach of copyright and may be held liable.]

B. American's with Disabilities Act (ADA)

Texas Wesleyan University adheres to a disability policy which is in keeping with relevant federal law. The University will provide appropriate accommodation as determined by the Director of the Counseling Center, Dr. Michael Ellison. Students must notify instructors of any permanent or temporary disabilities and must provide documentation regarding those disabilities prior to the granting of an accommodation. For assistance, students should consult with [Dr. Ellison](#), who may be reached at (817) 531-7565.

C. Additional Policies

[Include listing and description of any policies (missed exams, late assignments, evaluation of group assignments, computer use policy, etc.) you may have here in addition to the statement below.]

Computer Use Policy

Students may fulfill course requirements by using their own computers or by using the University's lab computers. Students are responsible for having and using reliable technologies to fulfill course requirements. **Assignments missed due to student technical problems (e.g., ISP connection, memory, modem speed, connection traffic, etc.) may NOT be made up.**

Note: Course syllabi are intended to provide students with basic information concerning the course. The syllabus can be viewed as a 'blueprint' for the course; changes in the syllabus can be made and students will be informed of any substantive changes concerning examinations, the grading or attendance policies and changes in project assignments.

Course Schedule:

Week	Dates	Activities and Assignments
1	Month/Day- Month/Day	[Listings of week's activities and assignments. Be sure to bold assignments that are due and identify the specific date and time by which an assignment must be submitted.]
2		
3		
4		
5		
6		
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16		

Useful Links:

The following links are provided to give useful information and help for students taking online courses:

Student Technical Assistance Help Desk

Online: <http://helpdesk123.com/helpdesk/help/TexasWesleyan.htm>

Telephone: (817) 531-4428

WebCT Help

Tutorials and Help: <http://www.webct.com/oriented>

WebCT Browser Versions and Plug-ins Page: <http://www.webct.com/tuneup>

West Library

<http://ezproxy.txwes.edu/index.php>

Texas Wesleyan University Website

<http://www.txwes.edu/>

[Add any links that you believe to be useful here]

Texas Wesleyan University Counseling Center

For assistance, contact: Scott Methvin at smethvin@twes.edu