**SYLLABUS**

*This master syllabus is for* ***online courses.****. Comments to instructors are in red text. Delete comments after reading them.*

**CLARENDON COLLEGE**
**Division of** *Type the name of the division your course is in,(Example: Division of Liberal Arts or Division of Science and Health). Contact your division director if you do not know what it is.*

**Foundational Component Area:** *Type the name of the Foundational Component Area identified by the THECB. Contact your division director if you do not know what it is.*

**Course Name:**

**Credit Hours:**

**Semester:
Instructor:
Classroom Location:** At [**Online Classes**](http://www.clarendoncollege.edu/)link on Clarendon College’s website or in Student Portal.

**Instructor Contact Information:** *Fill in appropriate information and**delete information that does not apply.*

**Office location:** If appropriate **Phone:**
**Email:**
The **Messages** feature in Open LMS is the main method you should use to contact me. I will make every effort to check the course website every week day and respond to your message requests within 24 hours.. *Comment to instructors: Make appropriate changes to the response time information. If you choose to use your email as main method of contact, then change this although for most courses, it should be the Messages feature.*

**Online Course website**:  *Make appropriate changes to the highlighted information if you are not using OpenLMS..*

This online course uses the Open LMS platform. All instructions, tutorials, exams, and assignments are provided at the course website. All assignments will be submitted there.  Due dates for all assignments are listed on the “Course Schedule” at the end of this syllabus.

Most communication between you and your instructor and fellow classmates will be handled in Open LMS through the “Messages” feature and discussion forums. The course website will become available by the first day of the semester to anyone who has registered for the course. If you register late, you will generally have access to the course within 24 hours after you register. In order to be successful in completing this 3-credit hour course, you should plan to spend between 6-9 hours per week on the course during a fall or spring semester. If this is a shorter term, plan to spend more hours accordingly.

The information explaining how to log into your Open LMS course website is available on your Student Portal or by going to [Clarendon College](http://www.clarendoncollege.edu/)’s home page and clicking the **Online Classes** button. If you have any difficulty logging in, email the help desk at: administrator@clarendoncollege.edu

**Required Enrollment Verification Activity**
Students who fail to complete the Syllabus Agreement EVA (Enrollment Verification Activity) by the official census date may not be able to continue in the course.  This could result in an F for the course and forfeiture of Financial Aid.  The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College’s home page. The Syllabus Agreement EVA is located in the Class Orientation section of your course.

**Course Description:**

*This information should come directly from the course description available from one of these sources:*

* *current college catalog located at the* ***Inside CC*** *link on Clarendon College’s home page*
* *division director*
* *academic courses:* [*Lower Division Academic.Course Guide Manual*](http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D)
* *workforce courses:* [*Workforce Education Course Manual*](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/)

**Statement of Purpose**Insert appropriate information here.

* Example of a Statement of Purpose: This course satisfies the humanities component of the core curriculum and is designed for transfer to a senior college or university.
* Include this information only if the course is part of the core curriculum. If it isn’t, delete this section. Refer to the college catalog if you aren’t for sure whether your course is part of the core curriculum or not.

**Required Instructional Materials:**

**Textbook:**

*If there is a required purchased textbook (digital or hard copy), list the textbook information in standard MLA format.
Example:* Author’s Last Name, First Name. Name of Textbook. City: Publisher, Year.

*If the textbook is free, not required, or there is no textbook, explain that in this section instead.*

**Other Relevant Materials:**

*List any relevant materials your students need if they are to be successful in your course (i.e. calculator, dictionary, thesaurus, etc.). If there are none, delete this section.*

**Student Requirements**

*List any particular requirements you have of the students if they are to be successful in the course.* *If there are none, delete this section.*

**Methods of Instruction**

*List all instructional delivery types that you will plan on using (i.e. PowerPoint lectures, videos, textbook, internet research, chat, etc.)*

### Core Objectives

If your course is part of the core curriculum, refer to the information about the required [Core Objectives](http://www.clarendoncollege.edu/programs/Moodle/Instructor%20Tutorials/Core%20Objectives%20and%20Learning%20Outcomes.pdf) from the [*THECB’s website*](http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D) *you must* place here. If you have questions, contact your division director.

If your course is not part of the core curriculum, you must at a minimum include the Critical thinking skills and Communications core objectives from the same [Core Objectives](http://www.clarendoncollege.edu/programs/Moodle/Instructor%20Tutorials/Core%20Objectives%20and%20Learning%20Outcomes.pdf) information into your syllabus. If you have questions, contact your division director.

*If your course is a workforce course,* refer to the [*Workforce Education Course Manual*](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/) *at THECB’s website. Place the Course Objectives found in the manual.*

*Add additional broad objectives for your course under a separate heading if appropriate.*

**Learning Outcomes**

If your course is an academic course, locate the required Learning Outcomes for your course from the Texas Higher Education Coordinating Board’s [*Lower Division Academic Course Guide Manual*](http://thecb.state.tx.us/apps/workforceed/acgm/acgm.htm)*.* If you have questions, contact your division director. *Special note: You may add additional learning outcomes besides the required ones. If you do, make sure they are written using “measurable” terms.*

*If your course is a workforce course,* refer to the [*Workforce Education Course Manual*](http://thecb.state.tx.us/apps/workforceed/wecm/) *at THECB’s website. The “Learning Outcomes are called “Course Objectives” in the manual. Place them into this Learning Outcomes section of your syllabus. Special note: With each learning outcome, you must identify the specific activity (or activities) in your course that will be used to assess the learning outcome. All of your core objectives must be assessed somewhere through your learning outcomes.*

*Following are examples of how to do this:*

*Example 1: Scenario where you have an activity called “Research paper” that assesses your critical thinking, communication, and personal responsibility core objectives through the learning outcome:*

*Learning Outcome Example: Analyze the ethical responsibilities involved in technical communication. (Assesses CT, COM, and PR with the Research Paper used to assess this learning outcome.)*

*Example 2: Scenario where you have an activity called “Essay 1” that doesn’t necessarily assess any of the core objectives:*

*Learning Outcome Example: Recognize, analyze, and accommodate diverse audiences. (Assessed with Essay 1 used to assess this learning outcome.)*

**Course Expectations:** *Make changes to text in red as appropriate and make other appropriate changes.*

* You may expect a response time from me of a day (24hrs) for messages or email, and perhaps two to three days for Forum grades
* Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing. NO abusive language will be tolerated in this course.

**Computer/Technology Requirement:** This course uses a variety of web resources that require a good Internet connection and an up-to-date internet browser. Other technology requirements will be listed in the course overview in your online course.

**Grading Policies:**

*Include a breakdown of how your course will be graded. All academic courses are required to have a final exam or its equivalent. It is at your professional discretion to weight the components of your course.*

# The final semester grades will be figured as set in the current catalog:

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D Below 59 = F

Your official final course grade will appear in your Student Portal at Clarendon College’s website.

If you are having students complete some activities in a different program and grades are posted there, explain that here.

Grades earned for each graded activity will be available in your OpenLMS course. However, in your OpenLMS gradebook, assume that any activity you did not complete is a zero, even if a hyphen appears beside the activity in the gradebook. The current course average shown in the OpenLMS gradebook will not be correct until I have replaced the hyphens with zeroes.

**Personal Policies**

*In this section list all of your personal policies regarding such things as academic integrity incidents (cheating, plagiarism, or other dishonest acts), late assignment(s), missed examination(s), safety, collaborative work, extra credit, etc.*

**College Policies**

*All of the following items under the “College Policies” heading are required for all online courses.*

**Online Attendance Policy**

Regular weekly attendance is mandatory in all online courses.  Specific activities will be identified on the course schedule that must be completed for students to be considered “in attendance.”  Attendance will be posted to the Student Portal. Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

My personal attendance policy:

For this course, I will submit an attendance report weekly (the day after the attendance activities are due) and on the census date. Students who are following the online attendance policy are marked "present."

**Academic Integrity Policy**Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise  by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment  before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;  (8) altering grade records; (9) using any unauthorized  form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism.  (Plagiarism is defined as the using, stating, offering, or reporting as one’s own, an idea, expression, or production of another person’s work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate vice president, and/or the vice president. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

 While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor’s name, the student’s name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the VP of Academic Affairs. The VP of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to the VP of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the VP of Academic Affairs. If the VP of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the VP of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The VP of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the VP of Academic Affairs.

**Dropping a Course**A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of “W” any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more.  Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career.  After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

**Withdrawal from College**
When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar’s Office. The request must include the student’s signature, the student’s current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of “W.”

**Grievance Policy**If you have a dispute concerning your grade or policies in this class, it is your responsibility to FIRST contact the instructor, either by e-mail or in person, to discuss the matter. Should things remain unresolved after this initial contact, please follow the procedures described in the Clarendon College Catalogue. In the vast majority of cases, the matter can be resolved at the instructor/student level, and learning to communicate your concerns in a civilized manner is part of the college experience

**Student Rights and Responsibilities**Student Rights and Responsibilities are listed on the College website at: [http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf](https://mail.clarendoncollege.edu/owa/redir.aspx?C=eccc2e0868d848879b9cecbda36550c0&URL=http%3a%2f%2fwww.clarendoncollege.edu%2fResources%2fStudent%2520Services%2fStudentRightsResponsibilities.pdf).

**Accommodation Statement**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:
In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College.  It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity.  It is the student's responsibility to contact the Associate Dean of Enrollment Services.

**Nondiscrimination Policy**Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran’s status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one’s ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

*Copying and pasting the important dates below from the* ***current*** *Academic Calendar is optional. Placing it right above the Tentative Course Schedule would be an appropriate place for it and could be helpful to students.*



**Tentative Course Schedule:**

*You may want to include something similar to the following paragraph before you actually list your schedule:*

The course schedule is subject to change. If changes are made, you will receive a message in your OpenLMS course. I will also change the course schedule itself to reflect any changes made.

*Include a listing of what will be covered during the course and a timeframe with due dates. At a minimum, include a list of all graded activities with their due dates and identify the activities used to determine weekly attendance.*

***Very important:*** *You must identify at least one activity each week that MUST be completed in order for students to be considered “in attendance.” This is what you will check each week before you post attendance at the Faculty Portal. There is no requirement for the activity to be a major and/or minor grade or even graded.*

***However, according to our Financial Aid Director, simply logging into an online course is not enough****.*

*Below are some examples of ways to identify those activities used for attendance. Delete this list after looking over it.*

**Tentative Course Schedule**

The course schedule is subject to change. If changes are made, you will receive a message in your OpenLMS course. I will also change the course schedule itself to reflect any changes made.

\*\* Denotes activities used to determine weekly attendance

**Class Orientation section – due by :**

* Complete the Class Orientation unit in OpenLMS.
* \*\* Complete the Syllabus Agreement EVA located in the Class Orientation unit.

**Unit 1 (or Chapter 1) – due by :**

* Read Chapter 1 in your textbook.
* Complete Discussion Forum 1.
* \*\* Complete Chapter 1 Quiz

**Unit 2 (or Chapter 2) – due by :**

* Read Chapter 2 in your textbook.
* Submit Chapter 2 Assignment
* \*\* Complete Discussion Forum 2

**Unit 4 – due by :** *(This is an example of what to do if there are no graded activities to submit.)*

* Work on first phase of course project.
* \*\* Send me a message in OpenLMS indicating what you did on the first phase of the course project.