# Course Information

This syllabus describes the requirements and procedures for [Course Name]. You are responsible for knowing this material, so please read it carefully. Any changes will be announced [via email/blackboard announcement]. You will be responsible for any changes. Your continued enrollment in this course is your implicit agreement to abide by the requirements of this class.

# About the Professor & Contact Information

Name:

Preferred Pronouns: [Pursuant to NDCC §14-02.4-15.2, faculty are not required to disclose their preferred pronouns, nor can they require others to use their preferred pronouns. However, faculty may state their preferred pronouns and may require respectful discourse/behavior in the classroom.]

Addressed: [I preferred to be addressed as Dr./Mrs./Ms./Mr. X]

Phone:

Email: [Use official UND email address only]

Office Location: [Use UND office location or state you are remote]

Student Hours: [May write by appointment using Starfish, a reoccurring zoom link, or *See “Faculty” section in Blackboard* if preferred.]

[Post information about yourself here or a link to your UND bio on the website.

Optional Example: For information about your instructor, view the “Week 1: Introduction Post and the Introduce Yourself Blog”, while there, introduce yourself by posting to the blog.]

# Course Description

This course is designed to [for consistency ensure the description on your syllabus matches what is listed in the course catalog, department website, etc.]

# Course Objectives

After successfully completing this course, you should be able to:

* [List measurable, overall course objectives. Some examples are listed below.]
* [Summarize the significant components of an online or blended learning course]
* [Evaluate methods for communicating with students]
* [Explore instructional media that support course objectives and learning outcomes]

# Materials – Text, Readings, & Supplementary Readings

In this section include any information on supplementary materials/resources. Best practices include stating the name, edition information, author, ISBN, and including a picture of the cover.

# Technical Requirements & Assistance

Whether you’re taking courses in the classroom or online, it’s important to have the right technology and equipment. Visit the [UND Technical Requirements](https://campus.und.edu/campus-services/uit/tech-requirements.html) webpage for more information. Students are expected to use their official UND email in the course. For technical assistance, please contact [UND Technical Support](https://campus.und.edu/campus-services/uit/) at 701.777.2222. Visit the University Information Technologies (UIT) website for their hours, help documents and other resources.

# Resources

UND cares about your success as a student. For more information, visit the [Student Resources Page](https://und.edu/academics/services/index.html) for additional information. Students have access to assistance from the [UND Writing Center](https://und.edu/academics/writing-center/), [Tutoring and Learning Services](https://und.edu/academics/services/learning-services/index.html), [Testing Services](https://und.edu/academics/testing-services/index.html), and more.

Students also have access to the UND Student Resource Site via Blackboard. It is recommended that you become familiar with the tools and tutorials within Blackboard to better equip you in navigating the course and [Educational Technology](https://und.edu/academics/ttada/academic-technologies/) including Yuja, VoiceThread, Discussion Boards, Riipen, Smart Thinking, Proctoring, etc.

# Minimum Technical Skills & Computer Requirements

To succeed in this course, you should be able to:

[List minimum requirements needed. An example is below.]

* [Navigate in and use Blackboard functions like submitting an assignment, taking a quiz, and locating resources]
* [Download and open electronic documents]
* [Create, save, and upload/attach electronic documents]
* [Send, receive, and manage email]
* Visit the [Knowledge Base](https://und.teamdynamix.com/TDClient/2048/IT/KB/ArticleDet?ID=87214) for additional supports and information about general tech requirements for students including information about devices, operating systems, software, internet connection, and major-specific tech requirements.

# Access & Log in Information

This course was developed and will be facilitated utilizing Blackboard. To get started with the course, please go to: [http://blackboard.UND.edu](http://blackboard.und.edu) and log in with your NDUS.Identifier (Username and Password). If you do not know your NDUS Identifier or have forgotten your password, please visit [Your NDUS Account Webpage](https://campus.und.edu/campus-services/uit/ndus.html) on the [UIT website](https://campus.und.edu/campus-services/uit/).

# Course Logistics

[Explain how the course is organized for navigation. An example is below.]

The course content is organized into 6 or 12 weeks for the semester. Each week contains a purpose, learning outcomes, and various links to articles, video/audio files, and other instructional resources selected to enhance the learning experienceand support the various topics. Discussions, blogs, wikis, surveys, quizzes, tests, and assignments will be used to assess your comprehension and application of those materials.

## What Should Students Do First?

[Before the start of the first week of class please review the course blackboard site, ensure you have read the syllabus, and acquire any textbooks or materials needed. For more information about you learn best and skills, take the “Online Learning Readiness Qualtrics Survey”].

## Course Requirements & Expectations

[List the course requirements/expectations. An example is posted below.]

1. [The student will review the syllabus and course schedule posted on Blackboard.]
2. [The student will access and follow all course instructions found in the Blackboard course.]
3. [The student will attend all lectures/watch all online lectures provided in the individual weekly folders.]
4. [The student will complete and submit assignments, exams, quizzes, etc. by the date noted in Blackboard and on the course schedule. We will use Central Standard Time for due dates and times.]
5. [The student will participate fully and promptly to get the benefit of learning from the instructor and/or peers.]

# Assessment Details

This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes.

## Assessments

In this course your learning will be assessed in the following ways:

[list and explain the assessments used in the course & provide clarity on assignments and expectations, some examples are shown below]

* Weekly Assignments or Reflections
* Discussion Boards or Voice Thread
* Quizzes
* Mid Term
* Final Test/Paper/Project

## Introduce Yourself Blog

Introduce yourself in the Week 1: Introduce Yourself blog. Include your name, something about yourself, and a photo. The Introduce Yourself Blog is due on [date/time] and worth [x]points.

## Graded Online Discussion

As this is an asynchronous, online, course your participation in the weekly discussions will be an integral part of your grade. Your posts should demonstrate that you have watched the lectures, read the assigned readings, and have a clear understanding of the materials. You should provide evidence from the readings and/or other sources to support your arguments. You may also draw on your personal experiences.

Each week you will need to make your first post to the discussion by Wednesday, midnight. Then contribute two additional posts, responding to different classmates, by Sunday, midnight. The online discussion is worth [x] points or (if weighting grades) will make up [x]% of your final grade. View the grading rubric in Blackboard for details on how posts will be evaluated.

## Exams

Your first exam will take place [enter dates/times] and will cover [Lessons 1-4]. To prepare for the exam make sure to have read all the assigned readings, watched the recorded lectures, and complete the provided study guide. The exam is worth [x]pts. Include information regarding ProctorU if applicable.

## Quizzes

The course includes several Blackboard quizzes that will be worth [x] points each or (if weighting grades) will make up [x]% of your final grade. Quizzes include:

* + Syllabus Quiz [add dates/times]
  + Weekly Reading Quizzes [due Friday, by midnight]
  + Midterm Review Quiz [add dates/times]

## Weekly Reflections

At the end of each week, you will complete a weekly reflection where you will be asked to identify what you learned that week and what you still have questions about. Reflections should be submitted as a word document or .pdf. Reflections should be 1-2 pages in length and written in [APA style](https://und.edu/academics/writing-center/apa-format.html).

## Final Presentation

Throughout the semester, you will work in small groups on [topic related to your course/field]. You may select your topic as a group, but it must be approved by me before you begin working. You should submit your topic to the Wiki in Blackboard by [enter date/time]. Once approved, you will work together to research your topic and develop a 10–15-minute presentation. In Blackboard, you will see a “My Groups” link below the green navigation menu on the left side of your screen. Use that link to access tools (i.e., email, file share, group, and collaboration tools) that will aid you in working together. You will use VoiceThread to record your group presentation. Further details, including the grading rubric and VoiceThread tutorials, can be found in the Week [x] folder in Blackboard. The presentation is worth [x] points or (if weighting grades) will make up [x]% of your final grade. The final presentation is due on Reading & Review Day by midnight.

## Grading Scale

| **Grading Scale** | **Breakdown** |
| --- | --- |
| A #% to #%  B #% to #%  C #% to #%  D #% to #%  F #% to #% | [Reflections – 5%]  [Quizzes – 10%]  [3 Exams – 30% (10% each)]  [Assignments – 15%]  [Final Presentation – 40%] |

For more information on grading review [UND Grading Policies](https://und-public.courseleaf.com/undergraduateacademicinformation/undergraduateacademicinformation/thegradingsystem/).

# Course Evaluation

Near the end of the semester, you will be asked to complete an online course evaluation form (SELFI). Your feedback on the course is extremely valuable to me. I read my students’ comments carefully and use them to improve the course the next time I teach it.

* When the time comes, please let me know which aspects of the course helped you learn—and which aspects might be modified to help future students learn more effectively.
* Please note that the course evaluations are anonymous and that I won’t see the results until after the grades for the course are submitted, allowing you to provide honest and constructive feedback.
* Throughout the semester if you have concerns or feedback, please reach out to schedule a time to discuss

# Course Policies

(The following policies are examples of statements you may wish to include in your syllabus. Please use, modify or delete the policies that do not apply to you or your course)

## Assignment and Late Work Policy

[Due dates for each assignment or activity will be posted in Blackboard. All assignments must be submitted by the due date and time posted in the course. All times are posted in the Central Time Zone.

The acceptance of late assignments is at the discretion of the instructor. If extenuating circumstances arise, it is your responsibility to you contact the instructor prior the due date and request an extension. All requirements for this course must be completed during the course dates.]

## Class Participation

[Post your class participation information here. An example is provided below.]

[Participation and presence in class are paramount for students to learn the material and be successful. Students are required to login regularly to the online class site. Students are also required to participate in all class activities such as discussions, discussion boards, blogs, and wikis.]

## Incompletes

It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student’s control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark “I,” Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor. More information regarding UND’s Incomplete policy can be found on [The Grading System Webpage](http://und-public.courseleaf.com/undergraduateacademicinformation/undergraduateacademicinformation/thegradingsystem/).

## Technology Statement

In this class we will have a technology policy that is designed to support your attention to one another and to the course material. We will spend the majority of our time engaged in activities that depend upon you being present and attentive to one another, and course content we will study. We are all challenged these days by the ways in which our digital devices—including laptops, tablets, phones, and watches—can steal our attention away from our immediate surroundings. Technology should be used for educational purposes only during scheduled class times.

## Netiquette

Always use professional language (no netspeak) in your assignments and emails. Please always be respectful of others, even if you disagree with their ideas or do not get along. Here are a few basic points to remember when communicating in this course:

* ***Be scholarly.*** Use proper language, grammar, and spelling. Explain your thoughts, justify opinions, and credit the ideas of others by citing or linking to scholarly resources. Avoid misinforming others when you are unsure of the answer.  When discussing something and supplying a guess, clearly state that.
* ***Be respectful.*** Respect the privacy of others. Do not share personal or professional information about others unless permission has been granted. Respect diversity and opinions that differ from their own. Be tactful when you communicate.
* ***Be professional.*** Everyone should strive to give their best impression online. Truthfulness, accuracy, and running a final spell check are appropriate expectations for university students. Writing in a legible font and limiting the use of emoticons is considered professional behavior. Profanity and participation in hostile interactions are unprofessional as well as disruptive.
* ***Be polite.*** Students should be addressing professors and instructors by the appropriate title or requested name. Students should interact online politely, just as they would be expected to do in a physical environment. Sarcasm, rudeness, and writing in all capital letters should be avoided.

For more information, read the [Top 12 Be-Attitudes of Netiquette for Academicians](http://www.ronberk.com/articles/2011_attitudes.pdf)

## Collaboration and Recording (For Online, Hybrid, Hyflex courses)

Sharing personal experiences and opinions is an important part of the learning process. In the (hybrid, hyflex, synchronous, etc.) environment of this course, all of our interactions are recorded (via Zoom, Blackboard Collaborate Ultra, Yuja, etc) and made available to students in the course. The purpose of these recordings is to enhance learning for all students. If your peers make personal statements in this course, consider those comments in the context of our learning goals and do not share them with people outside the course. If you have questions or concerns about any recordings, please contact me.

## Artificial Intelligence (AI)

### The use of AI-generated content including text, images, code, figures, and other materials is allowed in this class unless otherwise noted in the specific assignment. However, any use of this content must be explicitly disclosed in all academic work. You may use AI generated tools to aid content generation and revision is allowed within these guidelines. All work must comply with UND’s policy on academic honesty. Students must ensure the originality of their own work. The use of basic word processing AI systems including grammar and spelling checkers need not be disclosed in this class. For more information on AI Policies, please visit [Artificial Intelligence Resources.](https://und.edu/academics/ttada/ai-resources.html)

## Names and Pronouns

### [Pursuant to NDCC §14-02.4-15.2, UND may not adopt a policy requiring or prohibiting an employee’s use of an individual’s preferred pronoun. Faculty may allow students to provide the name and personal pronouns by which they want to be addressed. Students should also be informed how they can report if they feel they are being subjected to harassment based on gender identity, religion, or any other protected class.]

Everyone should feel included and respected at UND. Please let me know if you wish to be addressed by a name or pronoun that is different from what appears in the class roster, including names and personal pronouns that correspond to your gender identity.

I recognize that preferred names and pronouns may change during the semester, if at any point during the semester you would like to be addressed differently, please let me know.

As part of our commitment to inclusion in this course, it is important that all students in this class are respectful of their peers. Mistakes in addressing one another may happen. If you make a mistake or are corrected, please briefly apologize and correct yourself.

If you have experienced discrimination or harassment or have concerns about using another student’s preferred name or pronoun, please contact the [Equal Opportunity & Title IX Office](https://campus.und.edu/equal-opportunity/index.html) for assistance.

# Communication

## Announcements

[Announcements will be posted on Blackboard regularly. Be sure to check the class announcements regularly as they will contain important information about class assignments and other class matters.]

## Email

[You are encouraged to post your questions about the course in the FAQs discussion board forum on the Blackboard site. This is an open forum in which you and your classmates are encouraged to answer each other’s questions. But, if you need to contact me directly, check the “Faculty” tab in Blackboard or the syllabus for my contact information. I will respond to you within 48 hours during the week.]

## Discussion Forums

[These tools are an excellent way for you to engage with the course material and with your peers. Each week we will have at least one of these tools for you to participate in. You are expected to read all assigned discussion boards, blog posts, and/or wiki pages and provide thoughtful contributions.]

# Instructor Responsibilities and Feedback

Insert responsibilities students can expect the instructor to meet. Example provided below.

* The instructor will provide feedback on all assignments and group activities by Wednesday of the following week.
* The instructor will be available during appointed Office Hours to answer questions, provide feedback, and offer advice.

# University of North Dakota Policies & Resources

## Academic Integrity

Academic integrity is a serious matter, and any deviations from appropriate behavior will be dealt with strongly. At the discretion of the professor, situations of concern may be dealt with as a scholastic matter or a disciplinary matter.

As a scholastic matter, the professor has the discretion to determine appropriate penalties for the student’s workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties. Be aware that I view this as a very serious matter and will have little tolerance and/or sympathy for questionable practices. A student who attempts to obtain credit for work that is not their own (whether that be on a paper, quiz, homework assignment, exam, etc.) will likely receive a failing grade for that item of work, and at the professor’s discretion, may also receive a failing grade in the course. For more information read the [Code of Student Life](https://und.policystat.com/policy/6747183/latest/).

## Accessibility Statement

The University of North Dakota is committed to providing equal access to students with documented disabilities. To ensure access to this class and your program, please contact [Accessibility for Students](https://und.edu/student-life/accessibility-for-students/index.html) to engage in a confidential discussion about accommodations for the classroom and clinical settings. Accommodations are not provided retroactively. Students are encouraged to register with Accessibility for Students at the start of their program.

More information can be obtained by email, UND.accessibilityforstudents@UND.edu, or by phone at 701.777.2664.

## Religious Accommodations

UND offers religious accommodations, which are reasonable changes in the academic environment that enable a student to practice or observe a sincerely held religious belief without undue hardship on the University. Examples include time for prayer or the ability to attend religious events or observe a religious holiday. To request an accommodation, complete the [student religious accommodation request form](https://cm.maxient.com/reportingform.php?UnivofND&layout_id=4). If you have any questions, you may contact the [Equal Opportunity & Title IX Office](https://campus.und.edu/equal-opportunity/staff.html).

## Pregnancy Adjustments

Students who need assistance with academic adjustments related to pregnancy or childbirth may contact the Equal Opportunity & Title IX Office or Academic Affairs to learn about your options. Additional information and services may be found at [Pregnancy Resources](https://campus.und.edu/equal-opportunity/pregnancy.html).

## Resolution of Problems

Should a problem occur, you should speak to your instructor first. If the problem is not resolved by speaking with your instructor, refer to the college grievance policy by contacting the department chair or the dean’s office. [Link to college grievance policy.] Should the problem persist after taking these initial steps, you have the right to go to the provost next, and then to the president.

## Notice of Nondiscrimination

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran’s status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Assistant Vice President for Equal Opportunity & Title IX and Title IX/ADA Coordinator, 102 Twamley Hall, 701.777.4171, [UND.EO.TitleIX@UND.edu](mailto:UND.EO.TitleIX@UND.edu) or the Office for Civil Rights, U.S. Dept. of Education, 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 or any other federal agency.

## Reporting of Discrimination, Harassment, or Sexual Misconduct

If you or a friend has experienced sexual misconduct, such as sexual harassment, sexual assault, domestic violence, dating violence, or stalking, please contact the [Equal Opportunity & Title IX Office](https://campus.und.edu/equal-opportunity/staff.html) or UND’s Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; donna.smith@UND.edu. You may also contact the Equal Opportunity & Title IX office if you or a friend has experienced discrimination or harassment based on a protected class, such as race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, pregnancy, marital or parental status, veteran's status, or political belief or affiliation.

### Faculty Reporting Obligations Regarding Discrimination, Harassment, or Sexual Misconduct

It is important for students to understand that faculty are required to share with UND’s Equal Opportunity & Title IX Office any incidents of sexual misconduct or of discrimination or harassment based on a protected class that they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been impacted by discrimination, harassment, or sexual misconduct, you can find information about confidential support services on the [Equal Opportunity & Title IX webpage](https://campus.und.edu/equal-opportunity/).

## Health and Safety

UND is committed to maintaining a safe learning environment while providing quality learning experiences for our students. As such, UND asks students and instructors to be flexible when necessary to promote a safe environment for learning. Please do not attend an in-person class or lab if you are feeling ill or if you have been directed by health professionals to quarantine or isolate. UND follows isolation and quarantine guidelines recommended by the [CDC and the North Dakota Department of Health](https://und.edu/covid-19/isolation-quarantine.html). If you are not able to attend class or lab, please notify your instructor as soon as possible and discuss options for making up any missed work in order to ensure your ability to succeed in the course. If you will have an extended absence due to serious illness or other uncontrollable circumstances, you may request an absence notification through the [Office of Community Standards](https://und.edu/student-life/community-standards/index.html). Similarly, if your instructor is ill they may need to cancel class or temporarily move your course to online delivery to ensure that you are able to complete the course successfully. Please consult the [COVID-19 at UND](https://und.edu/covid-19/index.html) webpage for information regarding on-campus COVID-19 testing, isolation and quarantine guidelines, and vaccines.

## UND Cares Program

### How to Seek Help When in Distress

We know that while college is a wonderful time for most students, however, some students may struggle or have issues that arise. You may experience students in distress on campus, in your classroom, in your home, and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents, and other students. In addition to the support we can provide to each other, there are also professional support services available to students through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about getting help or providing a friend with the help that he or she may need. For more additional information, please visit the [UND Cares Program Webpage](http://und.edu/und-cares/).

## Land Acknowledgement Statement

Today, the University of North Dakota rests on the ancestral lands of the Pembina and Red Lake Bands of Ojibwe and the Dakota Oyate - presently existing as composite parts of the Red Lake, Turtle Mountain, White Earth Bands, and the Dakota Tribes of Minnesota and North Dakota. We acknowledge the people who resided here for generations and recognize that the spirit of the Ojibwe and Oyate people permeate this land. As a university community, we will continue to build upon our relations with the First Nations of the State of North Dakota - the Mandan, Hidatsa, and Arikara Nation, Sisseton-Wahpeton Oyate Nation, Spirit Lake Nation, Standing Rock Sioux Tribe, and Turtle Mountain Band of Chippewa Indians.

## Additional Resources

It is my goal to foster an environment of mutual respect in which everyone feels comfortable voicing their opinions, sharing their stories, and learning about potentially heavy or personally relevant material. If, at any point, you feel like the information covered in this class elicits thoughts, feelings, or concerns that you would like to discuss further, don’t hesitate to reach out to me, or the [UND Counseling Center](https://und.edu/student-life/counseling-center/index.html) (701-777-2127).

Further, if you experience extenuating circumstances, sexual violence, identity-based harm, or any other personal crisis during the semester, don’t hesitate to reach out to me so we can provide academic assistance and help you in this course, and put you in contact with the appropriate resources and services (if needed).

* [UND Care Team:](https://und.edu/student-life/student-rights-responsibilities/care-team.html) 701-777-2664 (8:00 AM to 4:30 PM M-F) or 701-777-3491 (evenings and weekends)
* [UND Campus Police:](https://campus.und.edu/safety/police/) 701-777-3491·UND Student Health: 701-777-4500
* [UND Title IX Resources](https://campus.und.edu/equal-opportunity/index.html)
* [Abuse and Rape Crisis Hotline (CVIC):](https://www.cviconline.org/get-help/services-for-victims/) 701-746-8900 (24 hours)
* [Grand Forks Police Department](https://www.grandforksgov.com/government/city-departments/police-department): 701-787-8000 (24 hours)
* [Emergency Room](https://www.altru.org/our-locations/altrus-emergency-room/): 701-780-5280
* [UND Student Diversity and Inclusion:](https://und.edu/student-life/diversity/index.html) 701-777-6985
* [Food For Thought Pantry](https://und.edu/student-life/student-rights-responsibilities/food.html): (Wilkerson Commons Room 169; 701-777-4200)
* [National Suicide Prevention Lifeline](https://suicidepreventionlifeline.org/): (1-800-273-8255)