**School, Course Code, Title**

Instructor Contact

Instructor: enter information
Email: enter information
Cell phone: enter contact information and other information you may find necessary such as guidelines for texting, etc.
Skype: you may use this or delete it. Note that we recommend at least two methods for students to contact you.

Other Assistance

|  |  |  |
| --- | --- | --- |
| Username and password assistance | helpdesk@andrews.edu | (269) 471-6016 |
| Bookstore | <https://www.andrews.edu/bookstore/> |
| Technical assistance with Moodle | dlit@andrews.edu | (269) 471-3960 |
| Technical assistance with your Andrews account | <http://andrews.edu/hdchat/chat.php>  |  |
| Exam requests | sdeexams@andrews.edu | (269) 471-6566 |
| Student Services Support & FAQ | [www.andrews.edu/distance/students/](http://www.andrews.edu/distance/students/) |  |
| Any other questions: sde@andrews.edu, (800) 782-4769 or (269) 471-6570 |

## Part 1: Course Information

Course Descriptions

Write AU Course Description Here.

Prerequisite
Write any prerequisites here. If no prerequisites, delete this section.

Program Learning Outcomes

Write the outcomes of the program in bullet points.

Course Learning Outcomes

Write the course learning outcomes here in bullet points using measurable (see Bloom’s Taxonomy) words.

Required Text/Material

Write required text here in the correct APA formatting.

Optional Text/Material

Write optional text here, if no optional text, please delete this section.

REQUIRED Credit Hour and Commitment

Include the following information:

How many credit hours for the course?

How much time is expected of the student for each component **OR** describe the time students should spend on various activities per week?

**Part 2: Course Methods and Delivery**

Methods of Instruction

Methods of instruction include assigned readings from the textbook and the course material, short essays and reflections on the reading, short open book quizzes on the readings, interactions with the instructor via blogs, and two exams. Regular participation in the course is essential to good performance. – Please edit with appropriate course information.

**REQUIRED Technical Requirements**

* Internet connection (DSL, LAN, or cable connection desirable).

REQUIRED LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven’t already. If you need assistance, call or email us: (296) 471-6016 or mailto:helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

## Part 3: Course Requirements

Assessment Descriptions

Write each type of assessment a short description. Include the point value…

Rubrics

Include assessment rubrics.

REQUIRED Exams

There are x exams for this course. The midterm or first exam covers material from modules 1-8 and is made up of multiple-choice questions and worth x points. You will be allowed xx minutes to take this exam. This exam is worth xx% of your grade. The final or second exam covers material from modules 9-16 and is made up of multiple-choice questions and worth x points. . You will be allowed xx minutes to take this exam.This exam is worth xx% of your grade. Both or All exams require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at [www.andrews.edu/distance/studetns/exams.html](http://www.andrews.edu/distance/studetns/exams.html). The follow the instructions that apply to your situation on the [exam request form](https://www.andrews.edu/sde/ex_req.php) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

REQUIRED Schedule:

All times in the schedule are for the U.S. Eastern Time Zone.

| **Week** | **Lessons** | **Readings** | **Assignments** | **Course & Program Objectives Met (example CO2 and/or PO2)** |
| --- | --- | --- | --- | --- |
| Intro | You may choose whether or not to use this for introductory information or to introduce tools for your course. |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 | FINAL EXAM |  |

Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed.

## Part 4: Grading Policy

Graded Course Activities

| **Percent %**  | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 100 | Total Percent Possible |

Viewing Grades in Moodle

* Click into the course.
* Click on the **Grades** link in Administration Block to the left of the main course page.

Letter Grade Assignment

| **Letter Grade** | **Percentage** |
| --- | --- |
| A |  |
| A- |  |
| B+ |  |
| B |  |
| B- |  |
| C+ |  |
| C |  |
| C- |  |
| D |  |
| F |  |

## Part 5: Course Policies

RECOMMEND: Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

**Late Work**
Write your late policy here.

Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication.

Students have the right and privilege to learn in the class, free from harassment and disruption.

REQUIRED: Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan.  Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.
4. changes on revised material depends much on meeting objectives, content development, editing, and following all the criteria for evaluation of an essay (as outlined in this syllabus). If you essay is not actually revised but merely edited (proofread with resulting minor surface-level changes), your grade will not reflect any significant percentage increase.
5. Please note that you cannot revise a paper you have not written. If you fail to turn in an assigned essay, you cannot submit a revision of that paper. You are encouraged to revise any paper with which you are not satisfied. Unfortunately you can only revise your essays. You cannot revise discussion board postings, journal entries, midterm exam, or final exam.

Commitment to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and integrity in your behavior in and out of the classroom. <http://bulletin.andrews.edu/content.php?catoid=10&navoid=1073>

Commitment to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives infor­mation to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for ap­propriate punitive action.

## Part 6: Bibliography (if needed, otherwise delete)

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