

Course Syllabus

I. Course Information

Course Name: Input course title here

Course Number : RXXX-###-1DL

Course Start & End Dates: Month ## - Month ## Year

Instructor's Name and Contact Information

Instructor's Name

Email:

Phone: (optional)

Office Hours/Availability –

Document Overview

This syllabus contains all relevant information about the course: its objectives and outcomes, the grading criteria, the texts and other materials of instruction, and of weekly topics, outcomes, assignments, and due dates.

Consider this your roadmap for the course. Please read through the syllabus carefully and feel free to share any questions that you may have. Please print a copy of this syllabus for reference.

Course Description

[Input Course Description from university website]

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Course Outcomes

[Input Course Outcomes from university website]

After taking this course, the student will be able to:

1.

Course Grading Criteria

Prerequisites:

[Input Course prerequisites here]

Relevant Programs:

[Input Program Name here; the course may be an elective for an additional program]

Materials of Instruction:

[input relevant information below, input "NA" where material is not required or recommended]

- a. Textbooks:
- b. Required/Recommended Software : NA
- c. Recommended Text(s) / Journals: NA

Content Delivery:

This section of the course will be conducted completely online using Moodle, available at <https://bonline.brandeis.edu/my/courses.php>? The site contains the course syllabus, assignments, discussion forums, links/resources,, and weekly checklists, objectives, outcomes, topic notes, self-tests, and discussion questions. Access information is emailed to enrolled students before the start of the course. To begin participating in the course, review Week 1 and read the first Course Announcement. Students will be provided with PDF copies of additional course material and links to relevant material, if required.

Welcome Message from the Instructor

[Instructor inserts welcome message with an overview of the course and goals]

Course Grading Criteria

Grading Distribution

Percent	Component	Outcomes Met	Week Due
30%	Discussions/Online participation)	NA	Every week
--%	Assignment 1/Project: Title	#	Week #
--%	Assignment 2/Project: Title	#	Week #
--%	Assignment 3/Project: Title	#	Week #
--%	Final Assignment/Project 1: Title	#	Week #

Grading Standards

100-94	A		76-73	C
93-90	A-		72-70	C-
89-87	B+		69-67	D+
86-83	B		66-63	D
82-80	B-		62-60	D-
79-77	C+		<59	F

Online Discussions

Timing

Online discussions should be completed during the course week in which they are assigned. Early or late discussion posts do not earn credit. Your first post should be made by Saturday midnight of each course week; following posts should be made by Tuesday midnight. You are expected to post on at least three different days of the course week.

Unless stated otherwise, you should expect to post substantive answers to each discussion question and at least one response to a post from two other students (3 to 4 substantive posts per week). A substantive post is one that is about 150-250 words, and which makes a useful point or asks a useful question. Posts which are poorly written, which merely quote from external sources, or which merely echo agreement or disagreement with another post will not earn credit. Participation beyond these minimum requirements will earn additional credit.

Assignments

Assignment Descriptions [Brief descriptions 1-2 sentences]

Assignment 1: Title

Short description

Assignment 2: Title

Short description

Assignment 3: Title

Short description

Assignment 4/Final Assignment: Title

Short description

II. Weekly Information

Week 1	Title
Objectives	List learning objectives
Learning Materials	- Week 1 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	<i>Introduce Yourself</i>
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 2	Title
Objectives	List learning objectives
Learning Materials	- Week 2 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 3	Title
Objectives	List learning objectives
Learning Materials	- Week 3 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 4	Title
Objectives	List learning objectives
Learning Materials	- Week 4 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 5	Title

Objectives	List learning objectives
Learning Materials	- Week 5 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 6	Title
Objectives	List learning objectives
Learning Materials	- Week 6 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 7	Title
Objectives	List learning objectives
Learning Materials	- Week 7 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due
Week 8	Title
Objectives	List learning objectives
Learning Materials	- Week 8 Learning Guide [Identify each additional learning material; include page-range, video/audio length]
Discussion Topic	Replace with discussion topic
Assignments / Assessments	- Weekly discussion posts - None, assignment # available, and/or assignment # due

III. Course Policies and Procedures

Late Policies

Late discussion posts are strongly discouraged as the success of class discussion is dependent upon the active engagement of all participants in the course. Late policies related to discussion posts can be found in the Evaluation Criteria section above.

For late assignments, points will be deducted according to the following scale:

- 1-2 days late -5 points
- 3-4 days late -10 points
- 5-6 days late -15 points
- 7 or more days late - not accepted
- *Late Final Projects cannot be accepted

On rare occasions, personal or professional issues do arise that may warrant an exception to the late policy above. Please notify the instructor at least 24 hours in advance of a due date if an issue arises that will make it impossible for you to meet a stated due date. Exceptions, although rare, will be considered on a case-by-case basis.

Grading Standards

- Work expectations – Students are responsible to explore each week's materials and submit required work by their due dates.
- How points and percentages equate to grades:

100-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	59 or <	F
79-77	C+	Incomplete	IE

Feedback

My goal is to grade homework within a week of the due date. I will post an announcement if I am delayed in grading for some reason. If you submit an assignment late, I usually grade it after the following assignment is due, so that my feedback is timely for the greatest number of students.

If you have questions about assignments, the most reliable private way to reach me is via email. If your question will help the entire class, I may take the liberty of answering it via the Questions and Answers forum.

If you send me a message at my Brandeis email address, I normally respond within 24 hours of receiving it. However, email may be delayed several days.

Confidentiality

- We can draw on the wealth of examples from our organizations in class discussions and in our written work. However, it is imperative that we not share information that is confidential, privileged, or proprietary in nature. We must be mindful of any contracts we have agreed to with our companies. In addition, we should respect our fellow classmates and work under the assumption that what is discussed here (as it pertains to the workings of particular organizations) stays within the confines of the classroom.
- Finally, for your awareness, members of the University's technical staff have access to all course sites to aid in course setup and technical troubleshooting. Students enrolled in Brandeis Online courses can expect that Brandeis Online administrators other than their fellow classmates and the course instructor(s) may visit their course for various purposes. Their intentions are to aid in technical troubleshooting and to ensure that quality course delivery standards are met. Strict confidentiality of student information is maintained.

Time Management

Students sometimes run into problems related to managing their time, especially in online courses. I hope these ideas will help you to succeed in the class:

- If you are employed full-time, do not take more than two courses at a time. I have yet to meet a student who could successfully manage this, especially toward the end of the term as finals and projects come due.
- Keep up with the course week-to-week. Don't let yourself fall behind on readings, discussion posts, etc. Brandeis courses are not self-paced, and they depend on the collaboration of everyone. Participating late, or "trying to get ahead" is very disruptive.
- Take a look at course assignments early in the week and consider how you will approach the solutions. Ask questions early, so I have time to answer them. Don't wait until Tuesday night to begin work.
- If you are planning a vacation, plan to continue participating in the class. Thanks to Moodle, you can post discussions and submit homework from virtually anywhere in the world. I will not be able to accept homework late because of a scheduled vacation.
- If you do find yourself short of time, remember that discussion posts count for a large percent of your grade. Do not forgo discussions, because it's impossible to complete the course successfully without them.
- If you experience a serious situation, such as a severe illness, contact me as soon as you can, or contact your advisor.

Find out where to get help.

For questions or problems with your course, visit the Moodle Faculty Guide or [submit a ticket to the Brandeis helpdesk](#). Please also bookmark this resource so you have easy access to these support services moving forward. To search our library materials use our [OneSearch](#) database or contact Library Resources using [Find Your Librarian](#).

IV. University Standards

Student Accessibility Support

Brandeis University is committed to providing reasonable accommodations to individuals with appropriately documented physical, learning, or psychological disabilities; short-term and long-term.

Disclosing a disability and requesting accommodations are personal decisions. Brandeis does not require you to disclose the existence of a disability, but requesting accommodations does require that you disclose your disability. Be sure to contact Student Accessibility Support (SAS) as soon as possible to ensure all your accommodations are delivered in a timely manner.

Please refer to www.brandeis.edu/academic-services/accessibility for more information. For any questions regarding the accommodation request process, please contact Jaspreet Mahal, Accessibility Specialist for Graduate Students, at 781-736-3470 or jaspreet26@brandeis.edu.

Academic Honesty and Student Integrity

Academic honesty and student integrity are of fundamental importance at Brandeis University and we want students to understand this clearly at the start of the term. As stated in the Brandeis Rights and Responsibilities handbook, "Every member of the University Community is expected to maintain the highest standards of academic honesty. A student shall not receive credit for work that is not the product of the student's own effort. A student's name on any written exercise constitutes a statement that the work is the result of the student's own thought and study, stated in the student's own words, and produced without the assistance of others, except in quotes, footnotes or references with appropriate acknowledgement of the source." In particular, students must be aware that material (including ideas, phrases, sentences, etc.) taken from the Internet and other sources MUST be appropriately cited if quoted, and footnoted in any written work turned in for this, or any, Brandeis class. Also, students will not be allowed to collaborate on work except by the specific permission of the instructor. Failure to properly cite resources may result in a referral being made to the Office of Student Development and Judicial Education. The outcome of this action may involve academic and disciplinary sanctions, which could include (but are not limited to) such penalties as receiving no credit for the assignment in question, receiving no credit for the related course, or suspension or dismissal from the University.

Further information regarding academic integrity may be found in the following publications: "In Pursuit of Excellence - A Guide to Academic Integrity for the Brandeis Community", "(Students') Rights and Responsibilities Handbook", AND " Graduate Professional Studies Student Handbook". You should read these publications, which all can be accessed from the Graduate Professional Studies Web site. A student that is in doubt about standards of academic honesty (regarding plagiarism, multiple submissions of written work, unacknowledged or unauthorized collaborative effort, false citation or false data) should consult either the course instructor or other staff of the Rabb School Graduate Professional Studies.

University Caveat

The above schedule, content, and procedures in this course are subject to change in the event of extenuating circumstances. If you have questions or concerns about course content before the start of the course, please contact the instructor.