**University of North Texas at Dallas**

**Fall 2023**

**DISTANCE EDUCATION SYLLABUS**

**NOTE – red content is a guide for text to be replaced or notes on what you may include in a section. Remove the red notes once addressed.**

***Course Number: Course Name - Semester Credit Hours* hrs.**

|  |  |
| --- | --- |
| **Department of** |  |
| **Instructor Name** |  |
| **Office Location** |  |
| **Office Phone** |  |
| **Email Address** |  |
| **Office Hours** |  |
| **Virtual Office Hours** |  |
| **Course Format/Structure** | Online (Hybrid, Blended, HyFlex) |
| **Classroom Location** |  |
| **Class Meeting Days & Times** |  |
| **Course Catalog Description** |  |
| **Prerequisites** |  |
| **Corequisites** |  |
| **Required Reading** |  |
| **Recommended Reading & References** |  |
| **Access to Learning Resources** | **UNT Dallas Library:**  Phone: (972) 338-1616;  Website URL: [http://www.untdallas.edu/library](http://www.untdallas.edu/library%20%20)  **UNT Dallas Bookstore:**  Phone: (972) 780-3652;  Website URL: <http://www.untdallas.edu/bookstore>  Email: [untdallas@bkstr.com](mailto:untdallas@bkstr.com) |
| **Canvas Resources** | **Canvas Help for Students:**  **Browser and Computer Requirements for Canvas:**  <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66>  **Access Canvas via** [untdallas.instructure.com](https://untdallas.instructure.com)   * + **Username**: your EUID #   + **Password**: your password   **Canvas 24/7 Phone Support for Students: 1-833-668-8634**  **Canvas Help Resources:**  **Web:** [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701)  **Contact Distance Learning & Instructional Technology (DLIT) Email**: [distancelearning@untdallas.edu](mailto:distancelearning@untdallas.edu?subject=Canvas%20Assistance) |

## **Course Overview**

**Course Goals/Overview:**

The goal of this course is to…. *(include your statement)*.

**Learning Objectives/Outcomes:** *(Align with professional standards and/or core curriculum objectives. Should also align with program assessment set forth by UNT Dallas. NOTE: filling in the SLO’s below with the numbered list that is provided makes the document more accessible.)*

At the end of this course, the student will

1. SLO
2. SLO
3. SLO
4. SLO
5. SLO
6. SLO
7. SLO

## **Distance Education Course Outline and Discussion Topics**

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

|  |  |  |  |
| --- | --- | --- | --- |
| Schedule | Topic | Activities | Due Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Course Evaluation Methods**

*Course evaluation methods need to specify the types of assignments and generally how a student will be graded, but it does not have to include the specific assignments. That information can be shared in writing in other ways.*

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. *(provide any necessary details of the instruments – examples given)*

* Exams – *written tests designed to measure knowledge of presented course material*
* Assignments – *written assignments designed to supplement and reinforce course material (Consider inserting the grading rubric into the syllabus or in Canvas prior to the assignment due date)*
* Projects –*assignments designed to measure ability to apply presented course material (Consider inserting the grading rubric into the syllabus or in Canvas prior to the assignment due date)*

**Grading Matrix:** *(sample given)*

| **Instrument** | **Value (points or percentages)** | **Total** |
| --- | --- | --- |
| *Assignments* | *8 assignments at 10 points each* | *80* |
| *Research Papers* | *2 papers at 20 points each* | *40* |
| *Discussion Board* | *4 discussions at 15 points each* | *60* |
| *Midterm Exam* | *35* | *35* |
| *Final Exam* | *50* | *50* |
| **Total** |  | *400* |

**Grade Determination:** *(sample given)*

*A = 400 – 360 pts; i.e. 90% or better*

*B = 320 – 359 pts; i.e. 80 – 89 %*

*C = 280 – 319 pts; i.e. 70 – 79 %*

*D = 240 – 279 pts; i.e. 60 – 69 %*

*F = 239 pts or below; i.e. less than 60%*

## Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at <https://www.untdallas.edu/learning/schedule-appointment/>.

## **Course-Specific Policies**

**Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>. *(Then discuss your attendance and participation policy – such that it aligns with the University Policy cited above.)*

**Assignment Policy:**

*(Discuss any special instructions relating to assignment submissions, late assignments, format of assignments, APA, etc)*

**Exam Policy:** *(Discuss any other special instructions relating to exams – sample given)*

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untdallas.edu/hr/upol>).

**Other Course Specific Policies:**

*Optional section that could include items such as:*

*- Use of Canvas*

*- Use of Cell Phones & other Electronic Devices in the Classroom*

*- Use of Laptops*

*- Food & Drink in the Classroom*

*- Grades of Incomplete, “I”*

*-Note: Instructors are discouraged from making course policies that indicate that students will be dropped from a course in which they do not attend or are failing given there are serious financial implications for a student dropped from a class that need to be fully advised. Instead, we recommend that participation be included as a part of the grade.*

## **University Policies and Procedures**

**Students with Disabilities (ADA Compliance):**

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letter during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at [UNTDdisability@untdallas.edu](mailto:UNTDdisability@untdallas.edu) on the first floor of the Student Center.

**Canvas Instructure Accessibility Statement**:   
University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities.  If you encounter any difficulties with technologies, please contact our ITSS Department.  To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

**Academic Integrity:**

Academic integrity is a hallmark of higher education.  You are expected to abide by the University’s code of Academic Integrity policy.  Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University’s policies and procedures.  Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

*Consider adding a statement on your course policy as it is related to the use of AI tools for the completion of work in your class. If you do not make your expectations clear, students will assume that you are giving them the right to the use of those tools unless otherwise stated.*

Web-based Plagiarism Detection*:* Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

**Classroom etiquette: *(Sample given)***

**Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student’s Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at** <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>**).**

**Online Attendance and Participation**:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](http://www.untdallas.edu/registrar) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor’s discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

**Classroom Disruption:**

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom.  A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student’s responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material.  In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student’s Rights, Responsibilities, and Conduct **(UNTD Policy 7.001 found at** <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>**)** describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual’s rightful actions, and harassment. You are encouraged to read the Code of Student’s Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

**Course Evaluations:**

Student’s evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have posted.  I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students’ evaluations to be an important part of your participation in this class.

**Bad Weather Policy:**

Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untdallas.edu/police/resources/notifications>.

**Inclement Weather and Online Classes:**

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Technology Assistance:** To successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

Browser and computer requirements for Canvas:

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66>