**University of the Incarnate Word**

(List name of department or school)

(List semester)

Instructor: (List name)

Course: (List course and section)

Email: (List email)

Office Location and Hours: (List office location and hours)

Office Phone: (List phone number)

# Course Description

(This course teaches students …)

# Course Objective

(Upon successful completion of this course, students will be able to: )

# Required Course Materials and Readings

(List the required course materials and readings.)

# Optional Course Materials and Readings

(List the optional required course materials and readings.)

# Course Requirements

(The following course requirements are examples that can be included.)

Participation – All students will be expected to contribute to class discussions and activities.

Attendance – Students who do not attend class, for which they registered, must drop the class. Students will be charged for the class and will receive a grade at the end of the semester, whether they attend class or not. \*In the event of illness or emergency, please notify the instructor prior to the absence if possible, or immediately thereafter in the case of an emergency.

Student Conduct – Adopted classroom norms must be followed. Use of cell phones or other electronic devices is not allowed, except for laptops or iPads used for note-taking. Polite, professional language is expected at all times.

# Blackboard Requirements

(The following Blackboard requirements are examples that can be included.)

This course will have a Blackboard component where students will be able to login to access the following tools: Course Modules, the Assignment tool, the Discussion tool, and Assessment tool.

Course Modules:

This course will consist of sixteen modules/weeks. This means that all material, assignments, quizzes and discussions will be structured into weekly modules according to the week and dates in which they occur. Each weekly module will contain all the necessary directions for students to navigate and complete. \**Refer to the section Course Outline and Schedule for more information.*

Assignment Overview:

* Use proper grammar and punctuation, such as [APA style](https://owl.english.purdue.edu/owl/resource/560/01/) or [MLA style](https://owl.english.purdue.edu/owl/resource/747/01/).
* All four assignments will need to be submitted as an attachment through Blackboard.
* At the end of the following week, student scores will be listed in the My Grades area.

Discussion Overview:

* Active participation in the Discussion will be essential.
* Students will need to be friendly and respect classmates.
* Use proper grammar and punctuation, such as [APA style](http://owl.english.purdue.edu/owl/resource/560/01/) or [MLA style](http://owl.english.purdue.edu/owl/resource/747/01/).
* This course will have five online discussions on Blackboard. For these online discussions, all initial posts will need to be posted on ‘*Tuesdays before midnight.’* Then students will read their classmates posts and pick two classmates to pose a substantive question or comment on ‘*Thursdays before midnight*,’ and respond to questions or comments on ‘*Saturdays before midnight.’*
* At the end of the following week, student scores will be listed in the My Grades area.

Assessment Overview:

* Students will have 40 minutes to complete Quizzes.
* Students will have 1 hour to complete Exams.
* ALL assigned Quizzes and Exams will end on the Friday of that given week at 8pm. Also on the Friday of that given week at 8pm students will be able to access their scores. All grades will be listed in the My Grades area.

# Evaluation and Grading Criteria

(The following is what can be included.)

According to the Undergraduate Catalog the following is how letter grades will be assigned at the University. Final grades for this course will be assigned based on the scale below:

|  |  |
| --- | --- |
| Letter Grade | University System of Grading |
| A and A-B+, B and B-C+ and CDF | Indicate a superior grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations.Indicate better than average grasp of the subject matter of the course and ability to apply principles with intelligence.Indicate an acceptable grasp of the essentials of the course.Indicate less than average performance in the course.Indicates failure to master the minimum essentials of the course. The course must be repeated. |

## Components and Weights:

(List the components and weights to the final average.)

# Missed Exams / Tests

(Give instructions on how to make up missed work or your policy on no make-up work.)

# Course Outline and Schedule

(The following course outline and schedule is an example.)

The following 16 modules outline the course agenda on a weekly basis.

**Module 1: (Title) (Include start date – end date)**

* Introduction to the course
* Chapters 1 to 3
* **SYLLABUS QUIZ**
* **DISCUSSION DUE**

**Module 2: (Title) (Include start date – end date)**

**Module 3: (Title) (Include start date – end date)**

**Module 4: (Title) (Include start date – end date)**

**Module 5: (Title) (Include start date – end date)**

**Module 6: (Title) (Include start date – end date)**

**Module 7: (Title) (Include start date – end date)**

**Module 8: (Title) (Include start date – end date)**

**Module 9: (Title) (Include start date – end date)**

**Module 10: (Title) (Include start date – end date)**

**Module 11: (Title) (Include start date – end date)**

**Module 12: (Title) (Include start date – end date)**

**Module 13: (Title) (Include start date – end date)**

**Module 14: (Title) (Include start date – end date)**

**Module 15: (Title) (Include start date – end date)**

**Module 16: (Title) (Include start date – end date)**

# Academic Integrity

(The following is what can be included.)

The University of the Incarnate Word is committed to nurturing academic excellence, truth, honesty, and personal integrity. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community.

 The faculty expects all students to maintain high ethical standards and adhere to the Code of Academic Integrity as stated in the UIW Student Handbook.

# Students With Disabilities

(The following is what can be included.)

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities.

**For more information, contact the Office of Student Disability Services:**

Location Administration Building – Room 105

Phone (210) 829-3997

Fax (210) 829-6078

[www.uiw.edu/sds](http://www.uiw.edu/sds)

# Technical Support

For the following issues, you should contact the 24x7 Help Desk:

* Server issues (site not available, server is slow)
* Blackboard course access (login problems, course not available, and more)
* Technical problems (Email, My Word, and more)

**Contact Information:**

Locally 210-829-2721

Toll-free 1-866-614-5043

helpdesk@uiwtx.edu

<http://www.uiw.edu/ird/help_desk.html>

**Note:** At the discretion of the Instructor, changes may be made to the syllabus. This includes required readings, course assignments or additional quizzes deemed necessary.