# *Online Course Syllabus*

# Course Information

*Course Number/Section*

*Course Title*

*Ter**m*

# Professor Contact Information

*Professor*

*Office Phone*

*Other Phone*

*Email Address*

*Office Location*

*Online Office Hours*

*Other Information*

Note: *state time/day and how office hours will be held, e.g., BlackBoard Collaborate or MS Teams (add appropriate links) and/or phone call – optional; please ensure student’s identity in adherence to FERPA*

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# Course Pre-requisites, Co-requisites, and/or Other Restrictions

# Course Description

# Student Learning Objectives/Outcomes

# Required Textbooks and Materials

## Required Texts

## Required Materials

# Suggested Course Materials

## Suggested Readings/Texts

## Suggested Materials

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](http://www.bkstr.com/texasatdallasstore/home).

## **Instructor Resources**

[Registrar's Intranet](https://sites.utdallas.edu/registrar-intranet/): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](https://www.utdallas.edu/registrar-intranet/faculty/ferpa-faculty-guidelines/): you will be asked to log in before you access the FERPA Faculty Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please email the Office of the Registrar for the proper student consent forms and further instructions. NOTE: Class recordings from prior semesters may be used as long there are no identifiable student information due to [FERPA](https://registrar.utdallas.edu/legislative-policies/ferpa/) because instructors will need students’ written consent first. Please review your previous class recordings for identifiable student information before using them in the current term. For additional guidance, contact the Office of the Registrar.

[Honorlock](https://ets.utdallas.edu/testing-center/distance-learning/): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](https://www.utsystem.edu/sites/moer/introduction-accessibility): designed to assist faculty with developing course content

# Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](https://ets.utdallas.edu/elearning/students/current/getting-started) webpage.

# Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](https://elearning.utdallas.edu/) website.

Please see the course access and navigation section of the [Getting Started with eLearning](https://ets.utdallas.edu/elearning/students/current/getting-started)  webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](https://ets.utdallas.edu/elearning/students/current/tutorials) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](https://ets.utdallas.edu/elearning/helpdesk) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

# Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](https://ets.utdallas.edu/elearning/students/current/tutorials) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

# Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The AccessAbility Resource Center, and many others. Please see the [eLearning Current Students](https://ets.utdallas.edu/elearning/students/current) webpage for more information.

# Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](https://ets.utdallas.edu/elearning/helpdesk). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

# Academic Calendar

| WEEK/ DATES | TOPIC/LECTURE | READING | ASSESSMENT / ACTIVITY | DUE DATE |
| --- | --- | --- | --- | --- |
| 1MM/DD- MM/DD |       |       |       |       |
| 2MM/DD- MM/DD |       |       |       |       |
| 3MM/DD- MM/DD |       |       |       |       |
| 4MM/DD- MM/DD |       |       |       |       |
| 5MM/DD- MM/DD |       |       |       |       |
| 6MM/DD- MM/DD |       |       |       |       |
| 7MM/DD- MM/DD |       |       |       |       |
| 8MM/DD- MM/DD |       |       |       |       |
| 9MM/DD- MM/DD |       |       |       |       |
| 10MM/DD- MM/DD |       |       |       |       |
| 11MM/DD- MM/DD |       |       |       |       |
| 12MM/DD- MM/DD |       |       |       |       |
| 13MM/DD- MM/DD |       |       |       |       |
| 14MM/DD- MM/DD |       |       |       |       |
| 15MM/DD- MM/DD |       |       |       |       |
| 16MM/DD- MM/DD |       |       |       |       |

# Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](https://ets.utdallas.edu/testing-center) webpage and [Distance Learning Proctored Exams](https://ets.utdallas.edu/testing-center/distance-learning/) webpage to make arrangements.

**Exam Proctoring**: an online remote proctoring tool will be available for fully online courses at the discretion of the professor. Fully online courses may use remote proctoring software for exams in which a webcam scan of the testing area and the recording of all activity during the exam is required.

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**Class Materials**

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct.](https://policy.utdallas.edu/utdsp5003)

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## **Class Participation**

## Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

## **Note: the instructor may choose to include one or neither of the following statements:**

1. Texas Senate Bill 17, the recent law that prohibits diversity, equity, and inclusion programs and activities at public universities in Texas, does not in any way apply to academic course instruction. Students should not feel the need to self-censor or limit their participation in academic courses pertaining to topics of race and racism, structural inequality, LGBTQ+ issues, or diversity, equity, and inclusion, and related topics.
2. Texas Senate Bill 17, the recent law that prohibits diversity, equity, and inclusion programs and activities at public universities in Texas, does not in any way apply to academic course instruction.

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**Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](https://policy.utdallas.edu/utdsp5003).

***Note: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:***

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

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# Grading Policy

# Course Policies

## Make-up exams

## Extra Credit

## Late Work

## Special Assignments

## Classroom Citizenship

# Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

*“As a Comet, I pledge honesty, integrity, and service in all that I do.”*

**Accommodations for Students with Disabilities**

Please review [the section](https://coursebook.utdallas.edu/syllabus-policies#accommodations-for-disabilities) within the UT Dallas Syllabus Policies and Procedures webpage.

# Academic Support Resources

Please visit the [Academic Support Resources](http://go.utdallas.edu/academic-support-resources) page to view the University’s academic support resources for all students.

# UT Dallas Syllabus Policies and Procedures

Please visit the [Syllabus Policies](http://go.utdallas.edu/syllabus-policies) page to view the University’s policies and procedures segment of the course syllabus.

Please review the catalog sections regarding the [credit/no credit](https://catalog.utdallas.edu/now/undergraduate/policies/course-policies#credit-no-credit-classes) or [pass/fail](https://catalog.utdallas.edu/now/graduate/policies/grades#pass-fail-grading) grading option and withdrawal from class.

***The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.***