

Course Designator and Number

Online Course

Course Title

Semester and Year of Offering

Number of Credit Hours

Instructor Name and Preferred Title:

Phone:

E-mail:

Office:

Office Hours:

Academic Bulletin Description

[Enter the description exactly how it appears in the Academic Bulletin.]

Full Course Description

[Enter an extended description of the subject matter of the course. Also include any technical characteristics of the course such as if it is required or an elective, or any requirements for enrollment.]

Prerequisites

[Enter any prerequisites for the course. If there are none, include a statement that says "There are no prerequisites for this course."]

Learning Outcomes

[Enter all learning outcomes for the course. These may be mandated by the department and/or accrediting body. All learning outcomes should be measurable. You may reference [Action Words for Bloom's Taxonomy](https://miamioh.edu/cte/assessment/writing-student-learning-outcomes/blooms-action-verbs/index.html) (<https://miamioh.edu/cte/assessment/writing-student-learning-outcomes/blooms-action-verbs/index.html>).

After successful completion of this course, you will be able to:

1.

Course Materials

[Include any required texts and course materials. Include links when applicable. For all books, include the ISBN number and edition. Differentiate between required and optional textbooks. Materials may be organized in a variety of ways depending on the course. Include a citation for each required reading/material and a notation that all readings/materials comply with copyright/fair use policies. A few samples are below.

All course materials comply with copyright/fair use policies.

Course Requirements

[Include a few brief descriptions of what students should expect from the course format. This may include expectations of an online course versus a face-to-face course, the structure of weekly modules, an overview of expected learning activities, and any standard schedules.]

Course Format

This is a fully online course. Online classes are not easier than face-to-face lecture classes. To succeed in an online class, you must be extremely motivated and well organized. You will need to purchase the required textbook listed above by the first day of the course. Other course materials are available via Blackboard ("Bb"). Regular Internet access is essential for successful completion of the course.

The typical class structure will consist of learning modules, which include:

- Short Video/PowerPoint Lectures
- Readings
- Online Discussions
- Exams
- Field Exercises
- Written Exercises

This is an entirely web-based course. We have no face-to-face class meetings, and you will complete your work asynchronously. This simply means that you will be working on the course at different times than your colleagues. You can log into the class to do your work whenever is convenient for you as long as you are meeting class deadlines.

It is important to understand that this is not a self-paced class or an independent study. You will have assigned deadlines, and work must be submitted on time. You may not save up your assignments to complete in the last weeks or days of the semester. One critical part of this class is regular interaction with other students and with me, your instructor. Each assignment sequence must be completed on schedule – you can't work ahead or get behind and be successful.

Course Communication and Feedback

I will be communicating with you regarding grades and assignments. If you need to get in touch with me, the best method is via email. Generally, I will reply to emails within 24 hours and will provide feedback on assignments within 72 hours. You may also post questions pertaining to the course on the Blackboard Discussion Board. These questions will be answered within 24 hours.

If you are having trouble with this course or its material, you should contact me via email to discuss the issues. Announcements will be posted to this course whenever necessary. If there is any other information I think is important, I will send it to your email address you have in Blackboard. It is your responsibility to ensure that your email account works properly in order to receive email.

Below is how you check your email address in Blackboard:

- Access blackboard.sc.edu
- Click your name on the main Blackboard navigation panel on the left
- Review your email address. By default, Blackboard uses your university-issued email address

Your email address in Blackboard coincides with your preferred university email. If you are unsure of your preferred email, [check your account](#) in Self Service Carolina.

Guidelines for Artificial Intelligence Utilization in Class

Please insert the verbiage you have decided to use from the “AI Guidelines” provided by the University.

Technology Requirements S

[Include any necessary information about technology requirements. Include specific technologies/software/programs that will be used in the course. Sample language is below.]

Online lectures will be provided through Blackboard Collaborate Ultra. Therefore, you must have access to the internet to view/hear lectures. No special software is required.

The PowerPoint lecture presentations, links to articles, assignments, quizzes, and rubrics are located on the Blackboard site for the course. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided);
- Reliable internet access and a USC Aiken email account;
- A current internet browser that is compatible with Blackboard (Google Chrome is the recommended browser for Blackboard);
- Microsoft Word as your word processing program; and
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage.

If your computer does not have Microsoft Word, Office 365 ProPlus package is available to you free of charge and allows you to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other

mobile devices including tablets. Office 365 also includes unlimited cloud storage on OneDrive. To download Office 365 ProPlus, log into your student (University) email through a web browser, choose Settings (top right corner), and select software.

Minimum Technical Skills Needed

[Include any necessary information about minimum technical skills required for your course. Sample language is below.]

Minimum technical skills are needed in graduate online programs. When taking online or hybrid courses, students must have consistent and reliable access to a computer and the internet. Smart phones are not an acceptable platform for participating in online courses.

The minimum technical skills required include the ability to:

- Organize and save electronic files;
- Access the USC Aiken student email address ending in @usca.edu regularly (at a minimum, daily);
- Use USC Aiken email and attached files;
- Checking Blackboard daily;
- Download and upload documents;
- Locate information with a browser; and
- Use Blackboard.

In the MBA program, the expectations exceed those of the undergraduate online programs. MBA students are expected to have functional computing skills consistent with students who have earned an undergraduate degree in Business. MBA classes are taught in an accelerated format, and students must have access to their computer prior to the start of classes. In addition to the requirements for undergraduate programs, MBA students must participate in collaborative assignments online which may require use of electronic meeting software, participation on Blackboard collaborate, and discussion board postings. MBA courses may require online research, electronic simulations, professional certifications exams, and/or publisher software access. Some MBA courses may require computer use for data analysis. MBA classes may require the purchase of supporting online access codes to facilitate learning.

Technical Support

[Include any necessary information about technology support from USC or 3rd party vendors. Sample language is below.]

If you have problems with your computer, technology, IT-related questions, support, please contact the [Help Desk](#) at 803-641-3391 or via email at help@usca.edu.

For Blackboard support, please contact the [Office of Online Learning and Support](#).

Course Assignments and Grading

[Include all course assignments and a grading schema. This should include details about each assignment and assignment type, the number of major assignments and course activities which correspond to the course learning outcomes and grading policy, how much value they carry, and how those values are calculated for the final grade. You should also include a grading scale that explains how the final score in the course translates to a letter grade. Rubric information and how tests/quizzes are secured (if applicable) should be included. Sample assignment descriptions and grading scales are below.]

General Assignment Information

- All coursework (assignments, exams, etc.) is secured in Blackboard with a username and password.
- All assignments and exams are due by [insert time] (Eastern Time) on the day indicated on the course schedule.
- All online quizzes and tests are secured in Blackboard with a password.
- Complete rubrics will be provided in Blackboard.

Quizzes

Five quizzes will be assigned. Each quiz will be based on book chapters and will consist of True/False & Multiple Choice questions. Quizzes will be automatically evaluated. Quiz questions/answers are randomly displayed and drawn from substantial test banks. You will have 3 opportunities to complete quizzes to achieve a higher score. The highest score will be recorded. All quizzes are secured in Blackboard with a password.

Discussion Boards

Special topics will be posted on Blackboard weekly. You will read posted materials and engage in the discussion boards set up in Blackboard. You will utilize readings and information that you collect from various online sources to inform your discussion. Respect and critical thinking will guide these discussions.

Discussion board posts are a significant part of this course. Students are required to post answers to instructor-posted questions each Thursday by 5:00 p.m. and post comments to two peers by the following Tuesday by 5:00 p.m. A full discussion board rubric is provided in Blackboard.

Projects

Two hands-on projects will be assigned. Hands-on projects will be based on multiple book chapters and Project Alert software will be utilized to complete the projects. You may only complete each hands-on project one time. Complete rubrics will be provided in Blackboard.

Response Paper

An important goal of education in the Humanities is to develop the capacity for independent, analytical, interpretive thought, especially in response to complex readings that involve a purposeful manipulation of language. Your response paper allows you to build these important skills as you confront the author's narrative artistry in one of our selected readings. Submit a brief paper (2-3 pages) through Blackboard that responds in some way to one of our novels, stories, histories, or autobiographies. In it, you should reflect on some particular aspect of the work that stands out in your mind as especially memorable, striking, or exceptionally well-written. Try to analyze the literal and symbolic wording of the passage and to work through the individual elements of the scene that make you feel the way you do: the setting, the events that form the plot, the age and appearance of the characters, the dialog, the imagery, or the narrative stance —just to name a few.

Final Exam

[In any course or laboratory that meets weekly, no quiz, test, or examination shall be given during the last class session before the regular examination period. In any course or laboratory that meets two or three times a week, no quiz, test, or examination shall be given during the last two class sessions before the regular examination period. In any course or laboratory that meets more than three times a week, no quiz, test, or examination shall be given during the last three sessions before the regular examination period.]

The final exam will consist of true/false, multiple choice and short answer questions. The final exam is comprehensive. Exam questions/answers are randomly displayed and drawn from substantial test banks. The exam is secured in Blackboard with a password.

Evaluation and Grading Scale

[Include a grading policy that is clearly stated and includes the grading scale, weights of each graded assignment, and explanation of how grades (A-F) will be assigned.]

All grades will be posted in Blackboard. You are strongly encouraged to check you scores in Blackboard regularly. A final letter grade will be assigned based on percentages.

Assignment Weights	Percent
Class Discussions	20%

Assignment Weights	Percent
Quizzes	10%
Response Paper	20%
Projects	30%
Final Exam	20%
Total	100%

Class Discussions (10 @ 10 points each) - 100 points

Quizzes (5 @ 20 points each) - 100 points

Response Paper (1 @ 100 points) -100 points

Projects (2 @ 200 points) - 400 points

Final Exam (1 @ 300 points) - 300 points

Total Points - 1000 points

90-100% = 900 – 1000 points = A

80-89% = 800 – 899 points = B

70-79% = 700 – 799 points = C

60-69% = 600 – 699 points = D

Below 60% = 0 – 599 points = F

Grading Scale

89.5% - 100% = A

84.5% - 89.4% = B+

79.5% - 84.4% = B

74.5% - 79.4% = C+

69.5% - 74.4% = C

64.5% - 69.4% = D+

59.5% - 64.4% = D

0% - 59.4% = F

Evaluation Information for Undergraduate Students:

Discussion Board: 20%

Quizzes: 15%

Response Paper: 10%

Hand-on Projects: 30%

Final Exam: 25%

90-100% = A

85-89% = B

75-84% = C

65-74% = D

Below 65% = F

Academic Success

Disability Services

The Disability Services Office provides accommodations to ensure that educational programming and services are accessible to students with disabilities. If you have a physical, psychological, and/or learning disability that might affect your performance in this class, please contact the [Disability Services Office](#), 803-643-6815, as soon as possible, if you believe you are eligible for accommodations. The Disability Services Office will require appropriate documentation to determine accommodations.

The University of South Carolina Aiken seeks to provide effective services and accommodations for qualified individuals with documented disabilities. The technology tools utilized within this course offer a variety of accessibility features, such as compatibility with screen readers, text-based visual alternatives, video scripts, and attention to Universal Design. The central platform for this course, [Blackboard](#), [also complies with ADA requirements](#).

Americans with Disabilities Act Statement: By federal law, you are entitled to and eligible for accommodations through the [Disability Services Office](#). USC Aiken seeks to provide effective services and accommodations for qualified individuals with documented disabilities.

Other academic support resources may help you be more successful in the course as well.

- [Gregg-Grantville Library](#)
- [Center for Student Achievement](#)
- [Writing Center](#)

Course Policies and Procedures

[Include any course or university policies that students need to be aware of. This is where you set expectations for student behavior as learners and as people. It is up to your discretion to decide which policies are included. It is strongly suggested to include policies regarding academic integrity and late submission. Other policies may include student conduct, incomplete grades, withdrawal without penalty, confidentiality, or course communication. You may also choose to include any resources available through the university that promote student success, such as student disability resources, academic support, and student services. Sample policy categories and language are below.]

Attendance Policy

[Insert your attendance policy if applicable]

Academic Integrity

The [USC Aiken Student Handbook](#) defines violations of academic integrity as follows:

The principle of academic integrity prohibits all forms of academic dishonesty including cheating, lying, bribery, and plagiarism. The following examples illustrate conduct that violates academic integrity, but this list is not exhaustive.

- Giving or receiving unauthorized assistance or attempting to give or receive such assistance in connection with the performance of any academic work.
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
- Unauthorized use of any portable electronic device unless required for the course during a test period without consent of the instructor.
- Access to the contents of any test or examination of the purchase, sale, or theft of any test or examination prior to its administration.
- Use of another person's work without proper acknowledgement of source, i.e., plagiarism.
- Intentional misleading of any person in connection with any academic work including the scheduling, completion, performance, or submission of any such work.
- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
- Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Only the appropriate faculty member can “authorize” assistance, use of materials, etc. Whenever a student is uncertain as to whether conduct would violate academic integrity, it is the responsibility of the student to seek clarification from the appropriate faculty member prior to engaging in such conduct.

Course Schedule

[Include a detailed course schedule that tells students how the course is organized, what they will need to do and when it will be due.]

Date(s)	Module/Topic	Assignment	Due Date
	Module 1: Start Here! Introduction Module	• Review “Start Here” section in Blackboard • Read syllabus • Complete syllabus quiz • Post to and read discussion board introductions • Complete Blackboard orientation quiz	

Date(s)	Module/Topic	Assignment	Due Date
		• Watch Module 1 part 1 video • Watch Module 1 part 2 video • Watch Module 1 part 3 video • Watch Module 1 part 4 video • Watch Module 1 part 5 video • Read Chapter 1 • Read Article #1....	
	Module 2: Communicating Effectively	• Watch Module 2 part 1 video • Watch Module 2 part 2 video • Watch Module 2 part 3 video • Watch Module 2 part 4 video • Complete video summary questions • Post “Industry update” video • Discuss group project topic, Assignment #1 (Group Work) • Read chapter 2 and website (URL) • Submit Assignment #1, group project topic • Take Quiz #1....	
	Module 3:		

Date(s)	Module/Topic	Assignment	Due Date
	Module 4:		
	Module 5:		
	Module 6:		
	Module 7:		
	Module 8:		
	Module 9:		
	Module 10:		
	Module 11:		

Date(s)	Module/Topic	Assignment	Due Date
	Module 12:		
	Module 13:		
	Module 14:		
	Final Examination		