**Title of Course**

**Oakland University, School or College, Department**

# **Course Information**

**Course number**, **CRN**

**Fall/Winter/Summer Year, Class Location, Number of credits**

**Day/Time/ Date range of course duration**

**Course description**:

**General Education requirement**:

**Course format**:

# **Instructor Information**

**Name:**

**Office Location**:

**My office hours** are on xyz day(s), time(s) and by appointment.

**You can reach me** at [office phone number] or at [emailaddress@oakland.edu](mailto:emailaddress@oakland.edu)

**Instructor Expectations:**

# **Learning Outcomes**

Students will be able to:



## **General Education Cross-cutting Capacities [If applicable. If not, remove heading]**

# **Textbooks and Materials**

Textbooks:

Additional Materials:

# **Assignments**

## **Written Assignments**

## **Tests/Exams**

## **Homework, Lab Work, Etc.**

**Participation**

## **Additional Graduate Work**

## **Extra Credit**

# **Grading**

* A range –Comprehensive, thorough coverage of all objectives, required content, critical and higher level thinking, original and creative, sound use of English skills, both written and oral
* B range –Competent, mastery of basic content and concept, adequate use of English
* C range –Slightly below average work, has met minimum requirements but with difficulty
* D range –Has not met requirements of assignment/course, has significant difficulties in many areas
* F – Has not completed requirements; has not officially withdrawn from course before drop date

## **Oakland University Grading Scale**

|  |  |
| --- | --- |
| Scale as of Fall 2018 | Old Scale |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| F | 0.0 |

# Using Moodle and Other Technologies

## **Technology Back-up Plan**

* In the event that your computer crashes or internet goes down, it is essential to have a “backup plan” in place where you are able to log in using a different computer or travel another location that has working internet.
* Any files you intend to use for your course should be saved to a cloud solution (Google Drive, Dropbox, etc.) and not to a local hard drive, USB stick or external disk. Saving files this way guarantees your files are not dependent on computer hardware that could fail.

## **Technology Help**

* For help using Moodle, use the Get Help link at the top of the Moodle page (moodle.oakland.edu).
* For access to technology and in-person assistance, call or visit the [Student Technology Center](https://www.oakland.edu/stc/) (Link to Student Technology Center: https://www.oakland.edu/stc/).
* For general technology assistance, consult the OU Help Desk (Link to Help Desk: https://www.oakland.edu/helpdesk/).

## **Respect Rules of** [**Netiquette**](http://youtu.be/DwdqQjCfWSc)

* 1. Respect your peers and their privacy.
  2. Use constructive criticism.
  3. Refrain from engaging in inflammatory comments.

# **Classroom and University Policies**

## **Classroom Behavior**

1. [**Academic conduct policy**](https://www.oakland.edu/deanofstudents/policies/)**.** All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one’s work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
   1. Cheating. This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else’s paper, helping someone else copy work, substituting another’s work as one’s own, theft of exam copies, falsifying data or submitting data not based on the student’s own work on assignments or lab reports, or other forms of misconduct on exams.
   2. Plagiarizing the work of others. Plagiarism is using someone else’s work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else’s thinking. Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person’s work, the ideas are still the other person’s, and failure to give credit constitutes misrepresentation of the student’s actual work and plagiarism of another’s ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one’s own work is plagiarism.
   3. Falsifying records or providing misinformation regarding one’s credentials.
   4. Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one’s own.

For more information, review OU’s [Academic Conduct Regulations](https://www.oakland.edu/deanofstudents/conduct-regulations/). (Link to Academic Conduct Regulations: https://www.oakland.edu/deanofstudents/policies/)

1. **Behavioral Code of Conduct**. Appropriate behavior is required in class and on campus. Disrespectful, disruptive and dangerous behavior are not conducive to a positive learning environment and may result in consequences. Core Standards for Student Conduct at OU includes
   1. Integrity. See academic conduct policy points above.
   2. Community. Policies regarding disruptive behavior, damage and destruction, weapons, and animals.
   3. Respect. Policies regarding harassment, hazing, and [sexual misconduct](https://www.oakland.edu/policies/health-and-safety/625/) (Link to Sexual Misconduct policy: https://www.oakland.edu/policies/health-and-safety/625/)
   4. Responsibility. Policies regarding alcohol, drugs, and other substances

See the[**Student Code of Conduct**](https://www.oakland.edu/deanofstudents/student-code-of-conduct/philosophy-and-purpose/)for details. (Link to Student Code of Conduct: https://www.oakland.edu/deanofstudents/student-code-of-conduct/philosophy-and-purpose/)

## **Accommodation and Special Considerations**

Oakland University is committed to providing everyone the support and services needed to participate in their courses. Students with disabilities who may require special accommodations should make an appointment with campus [Disability Support Services](https://www.oakland.edu/dss/) (DSS). If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Support Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed. DSS determines accommodations based on documented disabilities. Contact DSS at 248-370-3266 or by e-mail at dss@oakland.edu.

For information on additional academic support services and equipment, visit the [Study Aids](https://www.oakland.edu/dss/study-aids/) webpage of Disability Support Services website. (Link to Disability Support Services website: https://www.oakland.edu/dss/)

## **Attendance policy**

## **Excused Absence Policy**

This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. A student must notify and make arrangements with the instructor in advance. For responsibilities and procedures see [Academic Policies and Procedures](https://www.oakland.edu/provost/policies-and-procedures/). (Link to Academic Policies and Procedures: https://www.oakland.edu/deanofstudents/conduct-regulations/)

## **Religious Observances**

Student should discuss with instructor at the beginning of the semester to make appropriate arrangements. Although Oakland University, as a public institution, does not observe religious holidays, it will continue to make every reasonable effort to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. See The [OU Diversity Calendar](https://www.oakland.edu/diversity/calendar/) for more information. (Link to calendar: https://www.oakland.edu/diversity/calendar/)

## **Add/Drops**

The university policy will be explicitly followed. It is the student’s responsibility to be aware of [deadline dates for dropping courses](https://www.oakland.edu/registrar/registration/dropornot/) and officially drop the course. (Link to deadlines for dropping courses: https://www.oakland.edu/registrar/registration/dropornot/)

## **Faculty Feedback: OU Early Alert System**

As a student in this class, you may receive “[Faculty Feedback](https://www.oakland.edu/advising/faculty-feedback/)” in your OU e-mail if your professor identifies areas of concern that may impede your success in the class. Faculty Feedback typically occurs during weeks 2-5 of the Fall and Winter terms, but may also be given later in the semester and more than once a semester. A “Faculty Feedback” e-mail will specify the area(s) of concern and recommend action(s) you should take. Please remember to check your OU email account regularly as that is where it will appear. This system is to provide early feedback and intervention to support your success. (Link to Faculty Feedback for students: https://www.oakland.edu/advising/faculty-feedback/)

## **Emergency Preparedness**

In the event of an emergency arising on campus, the instructor will notify you of actions that may be required to ensure your safety. It is the responsibility of each student to understand the evacuation and “lockdown” guidelines to follow when an emergency is declared. These simple steps are a good place to start:

* OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuation, lockdowns and other emergencies. [Register for Emergency Notification](https://oupolice.com/). (Link to register for emergency notification: https://oupolice.com)
* Based on the **class cellphone policy**, ensure that one cellphone is on in order to receive and share emergency notifications with the instructor in class.
* If an emergency arises on campus, call the OUPD at **248-370-3331**. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
* Review protocol for evacuation, lockdown, and other emergencies via the classroom’s red books (hanging on the wall) and at [Oakland University Police Department’s Emergency Management webpage](https://oupolice.com/em/). (Link to emergency management webpage: https://oupolice.com/em/)
* Review with the instructor and class what to do in an emergency (evacuation, lockdown, snow emergency).

# Tentative Course Schedule

## Schedule Design 1 of 2

## Week 1, date to date

## Week 2, date to date

## Schedule Design 2 of 2

## Week 1, date to date

|  |  |  |
| --- | --- | --- |
| **Topics/Activities:** | **Assigned Readings/Activities:** | **Due:** |

## Week 2, date to date

|  |  |  |
| --- | --- | --- |
| **Topics/ Activities:** | **Assigned Readings/Activities:** | **Due:** |