# Name of Course – Course Number, Section

## Instructor

**Instructor Name**

Title

Office Location

**Class Times and Location**

Days, Times

Location

**Email:**

**Twitter:**

**Web**:

**Office Phone:**

| **Office Hours:**  | Time available | Time Available |
| --- | --- | --- |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

**Blackboard Course site:** [mybb.gvsu.edu](http://mybb.gvsu.edu)

**Blackboard Student Mobile App:** [bit.ly/bbmobilestudent](http://bit.ly/bbmobilestudent)

## Course Description

**Course Title**
School / 3 Credit Hours

This course … Offered fall and winter semesters. No prerequisites.

## Objectives

1. ...

## Required Textbooks, Software, Accounts, and Supplies

* Textbook…
* Course software…

## Learning Activities & Points Distribution

**Topics:** (Note: The order and sequence of content is subject to change.)

Week 1 — Welcome

Week 2 — Topic 1

Week 3 — Topic 2

…

| **Item** | **Number** | **Points** | **Total** |
| --- | --- | --- | --- |
| Assignment 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Final Exam | 1 |  |  |
| Total Points |  |  |  |

* Grading criteria for each learning activity…
* Expect a minimum time commitment of SIX hours each week to complete coursework outside of class (for every hour in-class, at least two hours outside of class).

Your grade will be determined using the standard campus grading scale shown below

93 – 100% A

90 – 92% A-

87 – 89% B+

83 – 86% B

80 – 82%B-

77 – 79% C+

73 – 76% C

70 – 72% C-

67 – 69% D+

63 – 66% D

60 – 62% D-

<60% F

## Class Policies

### GVSU Email and Course Communications

Students are responsible for all communications sent via Blackboard and to their [GVSU email account](http://www.gvsu.edu/it/student-e-mail-46.htm)s.  [GVSU student email](http://mail.gvsu.edu/) can be accessed by visiting: mail.gvsu.edu and [Blackboard](http://mybb.gvsu.edu/) at: mybb.gvsu.edu

### Social Media, Cloud Accounts, and Privacy

As an emerging professional, your online persona and “personal brand” is important. To provide an authentic experience with real-world application, social media and cloud service accounts (external to GVSU) will be required throughout the semester. These accounts you create and the work you author will be public, however, you will not be required to disclose any personally identifiable information such as your full legal name. Students are required to review all external account policies and end user account agreements as well as privacy statements for the associated service. If critical, students may use a pseudonym, alias, or enable privacy settings as long as the instructor is notified.

Under [FERPA](http://FERPA) (www.gvsu.edu/registrar/ferpa-access-to-student-records-21.htm), as a student, your educational records are considered confidential. If you have any concerns about privacy, please contact the instructor immediately. Also please note that all course communications will fall under the Student Code of Conduct and Academic Integrity policies referenced below.

### Grades and Extra Credit

Scores are posted in Blackboard as soon as possible after the due date. To see scores and detailed grading feedback, click “My Grades”from the Blackboard course main navigation.

I do not make it a practice to give extra credit, however, I will occasionally offer extra credit opportunities. Please do not ask if there is any extra credit that you can do to raise your grade. You shouldn’t have to do anything “extra” to do well in this class.

### Assignments and Assessments

Each student is required to complete all learning activities by the due date deadline, as indicated in Blackboard. **No learning activities or assignments are accepted late.** All assignments, graded discussions, quizzes, exams etc. are submitted electronically to Blackboard. No assignments are accepted via email, printed or any other method.

There are [several available computer labs](http://www.gvsu.edu/it/lab-hours-66.htm) (gvsu.edu/it/lab-hours-66.htm) available for you to complete course work. Note: GVSU Lab Assistants are not tutors, however, they are available to help with lab computer issues. Your instructor is available to help with assignment questions (contact information is located in this syllabus and in Blackboard).

### Attendance

* Students are responsible for material, announcements, and learning activities covered in class. Obtain lecture notes from a classmate if you miss class. You can communicate with classmates electronically via social media, Email and [Bb IM](http://gvsu.edu/s/Wm) (gvsu.edu/s/Wm).
* Some quiz and exam questions may refer to material covered only in class.
* There is a direct relationship between attendance and your grade. Simply put, if you miss class, your grade is negatively impacted. See the [university’s attendance](http://catalog.gvsu.edu/content.php?catoid=38&navoid=1431#undergraduate_policies) (gvsu.edu/s/XZ) policy in the online catalog for more information.

## University Policies

### Registrar - Last Day to Drop

Last day to drop with a “W” is March ##. Students must initiate drop through [Registrar](http://www.gvsu.edu/registrar/course-withdrawals-6.htm) (gvsu.edu/registrar/course-withdrawals-6.htm).

### Disability Support Resources

If you need accommodations because of a learning, physical, or other disability, please contact your instructor and [Disability Support Resources](http://www.gvsu.edu/dsr/) (gvsu.edu/dsr/) at 616.331.2490. Furthermore, if you have a physical disability and think you will need assistance evacuating this classroom and/or building in an emergency situation, please make me aware so I can develop a plan to assist you.

[Assistive technology computers](https://www.gvsu.edu/dsr/accessible-computer-labs-68.htm) are available in many GVSU computer labs (gvsu.edu/dsr/accessible-computer-labs-68.htm). Also, Blackboard has a [commitment to accessibility statement](http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx) (blackboard.com/accessibility.aspx) providing information about accessibility in all of their products.

### Student Code of Conduct

[Standards of conduct](http://www.gvsu.edu/studentcode/) (gvsu.edu/studentcode) are established in order to generate an atmosphere in which the goals and objectives of the institution can flourish. Individual rights can only be ensured with acceptance of individual and group responsibilities and respect for the rights of others. Individuals attending GVSU automatically place themselves under the applicable rules and regulations of the institution.

### Academic Integrity

All course assignments, learning activities, and assessments, are to be authored and completed individually, by the student themselves. Failure to be able to correctly cite, explain and defend your submissions is an indication that it is not your work. While assisting another student in learning is part of the academic process, completing the assigned work as a team or group effort (with the exception of group projects as assigned by the instructor) is not allowed and will be considered Academic Dishonesty. No Academic Dishonesty will be tolerated and such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Grand Valley. For further information see the Student Code, and the consequences include penalties established by [GVSU’s Academic Integrity](http://www.gvsu.edu/conduct/academic-integrity-14.htm) policy (gvsu.edu/conduct/academic-integrity-14.htm).

### Campus Emergencies

In case of fire, immediately proceed to the nearest exit during a fire alarm. Use a staircase, not an elevator. To sign up for campus emergency alerts and to access more information, please visit the [GVSU Emergency website](http://gvsu.edu/emergency) (gvsu.edu/emergency).

## Learning Resources

See the “Help & Support” *s*ection of Blackboard for help with using Blackboard; a link to the Blackboard Student Mobile App and Blackboard IM; GVSU computer lab hours and locations; [GVSU IT HelpDesk](http://www.gvsu.edu/it/helpdesk/) (gvsu.edu/it/helpdesk/); accessibility and [Disability Support Resources](http://www.gvsu.edu/dsr/) (gvsu.edu/dsr/).

## Changes to the Syllabus

The instructor reserves the right to change the contents of this syllabus. Students will be given notice of relevant changes in class, through a Blackboard announcement, or through GVSU e-mail.