Course Code (AAA ###): Course Title

Program TITLE

West Chester University of Pennsylvania

TERM

# Instructor Information

Name:

Email:

Phone:

Office:

## Office Hours:

* Monday – 9:00 to 10:00
* Wednesday – 11:00 to 12:00 PM
* Virtual – by appointment

## Typical Response Time

I try to respond to emails within 24 hours during the work week.

# Course Information

Course runs from Monday, August 28 to Monday, December 11. It is a fully online (asynchronous / asynchronous and synchronous) course.

## Required Materials:

*Add required textbook*

You are expected to have a computer system that meets the minimum expectations as outlined by West Chester University Information Services on the [Recommend Computer Specs for Windows Computer webpage](https://wcupa.edu/infoServices/resnet/computerConfig.aspx). You need a working web-camera and microphone.

## Course Description:

Add the course description here

## Prerequisites:

State them here. If none, say none.

## Course Student Learning Outcomes:

Add the course objectives here in a numbered or lettered list

## Program Learning Outcomes:

Add the program level objectives covered in this course here in a numbered or lettered list

# Assessments and Grading

## Method of Evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **% of Final Grade** | **Course Objectives Assessed** | **Program Objectives Assessed** |
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## Grade Scale

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Quality Points** | **Percentage Equivalents** | **Interpretation** |
| A | 4.00 |  | Superior graduate attainment |
| A- | 3.67 |  |  |
| B+ | 3.33 |  | Satisfactory graduate attainment |
| B | 3.00 |  |  |
| B- | 2.67 |  |  |
| C+ | 2.33 |  | Attainment below graduate expectations |
| C | 2.00 |  |  |
| C- | 1.67 |  |  |
| F | 0 | < 70% | Failure |

D grades are not used. Refer to the [Graduate Catalog](https://catalog.wcupa.edu/graduate/) for description of NG (No Grade), W, & other grades.

## Assessments

Provide short descriptions of the major assessments

### Final Exam

Add final exam date and explanation here.

# University Policies

## Academic & Personal Integrity

It is the responsibility of each student to adhere to the university’s standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another’s work and/or using ideas of another and presenting them as one’s own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Department Graduate Handbook, the [Graduate Catalog](http://catalog.wcupa.edu/graduate/), the [Ram’s Eye View](https://www.wcupa.edu/_services/STU/ramsEyeView/), and the [University Website](https://www.wcupa.edu/).

## Students with Disabilities

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University’s Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is [ossd@wcupa.edu](mailto:ossd@wcupa.edu), or visit the [OSSD website](https://www.wcupa.edu/universitycollege/ossd/). In an effort to assist students who either receive or may believe they are entitled to receive accommodations under the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, the University has appointed a student advocate to be a contact for students who have questions regarding the provision of their accommodations or their right to accommodations. The advocate will assist any student who may have questions regarding these rights. The Director for Equity and Compliance / Title IX Coordinator has been designated in this role. Students who need assistance with their rights to accommodations should contact them at 610-436-2433.

The [University’s Americans with Disabilities policy](https://www.wcupa.edu/_admin/diversityEquityInclusion/adaPolicy.aspx) is available on the website. If you encounter an area of this course that is not accessible to you, please contact me.

## Reporting Incidents of Sexual Violence

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator, Ms. Lynn Klingensmith. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.  Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the [webpage of the Office of Diversity, Equity, and Inclusion](https://www.wcupa.edu/_admin/diversityEquityInclusion/sexualMisconduct/default.aspx).

## Excused Absences Policy

Students are advised to carefully read and comply with the excused absences policy, including absences for university-sanctioned events, contained in the WCU Graduate Catalog. In particular, please note that the “responsibility for meeting academic requirements rests with the student,” that this policy does not excuse students from completing required academic work, and that professors can require a “fair alternative” to attendance on those days that students must be absent from class in order to participate in a University-Sanctioned Event.

## Emergency Preparedness

All students are encouraged to sign up for the University’s free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

## Electronic Mail Policy

It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course.

# Resources for Student Success

## Expectations for Student Success in Distance Education

An online course uses technology to provide you, the student, with greater flexibility regarding when and where you learn. To be a successful online learner you must capitalize on this increased flexibility by doing the following.

### Self-Motivation and Self-Discipline

Active participation in online activities is expected. This means that you login to the course frequently, engage with the provided materials, and read and respond to communications in a timely and thoughtful manner. Online courses require you to take *more* responsibility for your learning.

### Planning and Organization

You will need disciplined work habits, effective time management skills, and the ability to work both alone and collaboratively if you wish to be successful in an online course. You should expect to devote 9 to 12 hours per week to this course. You may find that you need to work harder than you would in a traditional lecture class.

### Communication Skills

In an online course communication takes place primarily through the written word. You need strong English reading and writing skills to express your thoughts. Online courses also expect you to proactively reach out to your instructor for assistance when you need it. Finally, pay attention to communication guidelines and be respectful of your fellow students when you communicate.

## Minimum Student Technical Skills

You are expected to be competent in the use of computers, the World Wide Web, and commonly used software programs such as the Microsoft Office Suite of applications and Adobe PDF readers. In addition, you should be able to utilize a web-camera and microphone. You should have a basic understanding of how to use the common elements of the university learning management system.

Students without experience using the university’s learning management system (Desire2Learn) can contact the Student Help Desk to arrange instruction, can contact Distance Education Support, or can complete tutorials in [Navigating Digital Learning](https://d2l.wcupa.edu/d2l/home/2513024).

Hours for support services may vary. Check their websites for times of operation.

### General Technical Support

Contact the [WCU IT Helpdesk](https://www.wcupa.edu/infoservices/helpSupport.aspx)    
call 610-436-3350  
email [helpdesk@wcupa.edu](mailto:helpdesk@wcupa.edu)

### Distance Education Support

Contact [Office of Digital Learning & Innovation](https://www.wcupa.edu/distanceed/)   
call 610-436-3373  
email [distanceed@wcupa.edu](mailto:distanceed@wcupa.edu)

Additional technical support information will be provided for tools as needed throughout the course.

## Accessibility Policies, Privacy Policies, and Support Site Information:

This course uses a variety of tools. To access a tool’s accessibility and privacy policy, navigate to the [Distance Education Accessibility and Privacy Policies website](https://www.wcupa.edu/DistanceEd/resourcesandpolicies.aspx).

## Student Academic and Support Services

Student academic and support services provided by the university can be found on the [Ram’s Eye View Services website](https://www.wcupa.edu/_services/STU/ramsEyeView/services.aspx).

## Library Resources for Distance Education Students

The West Chester University Library makes resources available to distance education students. Please review the [Library Services for Distance Students website](http://subjectguides.wcupa.edu/distance) for specific information.

# Simple Schedule

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| --- | --- | --- |
| **Dates** | **Topic** | **Assessments** |
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# Bibliography (Only for CAPC Submissions)

Insert references to materials used to create the course here. Only needed for CAPC submissions.