

# BETHUNE- COOKMAN UNIVERSITY

## Master Course Syllabus

(Face-to-Face, Web-Enhanced, Remote, Blended Course, Online, Hyflex and OER)

The syllabus is an agreement between student and professor. It is intended to give you an outline of your course and what will be covered during the semester. Many questions that you may have are typically covered in the syllabus. You are expected to read the course syllabus in its entirety at the beginning of the semester, and reference it frequently throughout the semester. **Disclaimer:** *The syllabus will be followed as closely as possible. The professor reserves the right to make modifications as deemed necessary.*

### Table of Contents

<b>Course Information</b> .....	<b>2</b>
<b>Course Goals and Objectives</b> .....	<b>3</b>
<b>Course Delivery</b> .....	<b>4</b>
<b>Assessments and Grading</b> .....	<b>4</b>
<b>Course Policies and Expectations</b> .....	<b>5</b>
<b>Institutional Policies</b> .....	<b>6</b>
<b>Technical Assistance</b> .....	<b>8</b>
<b>Bibliography</b> .....	<b>9</b>
<b>Tentative Course Schedule</b> .....	<b>9</b>

## Course Information



Click here to enter

College/School

Click here to enter

Course Title

Click here to enter Course prefix, number,  
and section.

For OER Courses - Add OER at the end of  
the course name

Click here to enter Credit Hours.

Click here to enter Semester and Year.

### Instructor Information

**Instructor/Professor Name: Title:**

**Office Location: Office Phone: Email:**

**Office Hours:**

### Course Description

Click here to enter text.

### Prerequisite(s)

Click here to enter text.

### Required Textbook(s)/OER and Materials

Click here to enter text.

For OER courses add this statement: All OER materials will be provided to you. You do not need to go to the bookstore to obtain course materials.

### Technical Competencies

Students taking online courses should be able to:

- ✓ Perform a number of functions within an Operating System and have basic file skills.
- ✓ Navigate and use various functions of the Internet.
- ✓ Use internet-based email to perform a number of email related tasks.
- ✓ Use productivity software to create documents using various formatting options.

### Minimum Technical Requirements

- ✓ A reliable computer with internet access.

- ✓ Word Processing software.
- ✓ Adobe Reader ([latest version](#)).
- ✓ Headset/Speakers/Webcam (Recommended)

## Course Modality

This course is delivered in the format checked:

- Face-to-Face
- Web-Enhanced
- Remote
- Blended Course
- Online
- Hyflex
- OER

## Course Goals and Objectives



### Main Course Goal

Click here to enter text.

### Impact on BCU Mission and University Strategic Driver “Students Academic and Career Success.”

Through the attainment of the course student learning objectives (CSLOs), students will acquire knowledge, skills, and competencies outlined in the University Strategic Driver “Students Academic and Career Success,” School Student Learning Outcomes (SSLOs) and Program Student Learning Outcomes (PSLOs). The Course Student Learning Objectives fully support the University Mission and Core Values as stated in the Strategic Plan; as well as, the School Goals

### Program Student Learning Outcomes (PSLOs)

Add any PSLOs addressed in your Course Learning Objectives.

### Course Student Learning Objectives (CSLOs)

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

## Course Delivery



### The Canvas Learning Management System

This course is managed using an online Learning Management System (LMS) known as Canvas. Canvas is accessed using a web browser over the Internet. Although there are several ways to access Canvas, the most direct way is to select Wildcat Web on the B-CU Homepage and then select “Canvas Students” under *Quick Links* on the left sidebar. Select your B-CU Gmail account and follow the prompts to access Canvas. For help using Canvas complete the Canvas Student Tutorial available in all your courses.

### Course Structure

Provide a statement on how the course is organized. (i.e. units, chapters, weeks, modules, etc.). “This course is organized by...”

### Online Meetings

**Important:** This course will have three synchronous (live) online sessions, also referred to as Zoom /Conferences in Canvas. One will be scheduled during the first week of class, midterm week, and the last week of the semester. The dates, times, and details will be announced in advance. **(Please note that recorded Conferences are only available for 14 days after the recording date.)**

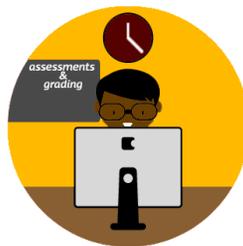
### Methods of Instruction

Describe your instructional method. What Lecture Notes, PowerPoint Presentations, Video Lessons, Podcasts, OER, etc. do you use to teach/share content?

### Course Activities

List and describe types of activities used in your course (exams, papers, quizzes, projects, presentations, reports, forum discussions, etc.)

## Assessments and Grading



### Methods of Evaluation

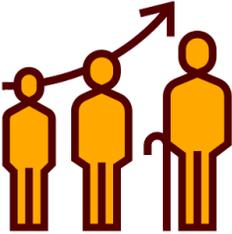
Grade Assessments	Quantity	Points (each)	Total Points/ Percentage
<b>Total</b>			<b>Total (Points or %)</b>

**Letter Grade Assignment/Grading Scale**

The following grading scale will be observed:

Points	Percentages	Grades	Interpretation
900 – 1000	90% to 100%	A	Excellent
800 – 899	80% to 89.99%	B	Good
700 – 799	70% to 79.99%	C	Average
600 – 699	60% to 69.99%	D	Poor
0 – 599	0% to 59.99%	F	Fail

**Course Policies and Expectations**



**Instructor Feedback/Communication**

Provide your communication and feedback plan.

**Student Responsibilities**

**Late Work Policy**

How do you handle late submissions of assignments? Provide a statement on your policy.

## Online Classroom Rules (Netiquette)

Just as you are expected to conduct yourself in a professional manner offline, you are expected to do the same in the online environment. It is important to remember these guidelines when communicating in your online courses:

- Do not dominate any discussion.
- Do not use offensive language.
- Never make fun of someone's ability to read or write.
- Use correct spelling and grammar in all written communications. Always proofread.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Keep an "open-mind" and be willing to express even your minority opinion.
- Be aware of the University's Academic Honesty Policy.
- Think before you push the "Send" button.
- Do not hesitate to ask for feedback.
- When in doubt, always check with your instructor for clarification.

*Adapted from "Netiquette: Make it Part of Your Syllabus" by Alma Mintu-Wimsatt, Courtney Kernek, Hector R. Lozada. Licensed under [CC BY-NC-SA 3.0 US](#).*

**NOTE: Your instructor reserves the right to remove posts that are not collegial in nature and/or do not meet the Netiquette guidelines listed above.**

## Disaster/Emergency Policy

In the event of a disaster, course communication, content delivery, grading procedures, and deadlines are subject to change. Communication methods may include Wildcat email, phone, or video conference. The contact information provided at the beginning of the syllabus should be kept in a safe place; it should be used to reach me in the case of an emergency. Content delivery may encompass a variety of methods such as video lessons, narrated PowerPoint presentations, podcasts, etc. Group work may use tools such as Google Docs, Google Sheets, or Google Slides which all provide opportunities for collaboration. It is imperative that you save or print a copy of your course syllabus. This will help keep you on track by using the course schedule which lists assignments, readings, and other course activities.

## Institutional Policies



## Academic Honesty-Honor Code

A student is required to maintain an honor code. As members of an academic community, which places a high value on truth and the pursuit of knowledge, students are expected to be honest in every phase of their academic life and to present, as their own work, only that which is genuinely theirs. Students have the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty. If anyone copies or paraphrases the words of

another writer without acknowledgment or submits another person's work as his or her own, that person is guilty of plagiarism.

Charges of cheating on tests or examinations, plagiarism in the production of written papers, other products or processes will result in disciplinary action by the faculty and administration. This includes a reduction of grades, loss of grades, possible removal from class, or suspension. Plagiarism and cheating are major violations of the Distance Education Student Participation Agreement and Student Honor Code and may result in the student's indefinite suspension from the university. For more on this policy, reference the [Academic Catalog](#). For more on Plagiarism, [visit Plagiarism.org](http://visit Plagiarism.org).

## Americans with Disabilities Act

B-CU is committed to accessibility and usability for all students. Online courses are delivered using the Canvas platform. Canvas is updated to address and resolve certain Americans with Disabilities Act compliance items. You will find that documents provided in the course are fully accessible and videos are captioned or accompanied by transcripts.

If you anticipate barriers related to the format or requirements of a course, please contact the course instructor to discuss ways to ensure full participation. If disability-related accommodations are necessary, you must register with the [Student Accessibility Services](#) located in the Charles C. Parlin Center, 635 State Street, Room 101; (386-481-2172). When you have met the eligibility requirement you will be given documents to notify the course instructor of your approval for reasonable accommodations under Section 504 of the Rehabilitation Act of 1973. The student, course instructor, and the Office of Student Accessibility will coordinate a plan for accommodations.

## Student Attendance & Participation

While a minimum weekly login to include a submission of an activity or assignment is required, we strongly encourage a daily login to include a completion of an activity or assignment. Full details of this policy are provided in the Student Attendance and Student Participation Agreements in your Canvas course. In each of your online courses, you are required to acknowledge both agreements.

## Drop, Withdrawal, and Issuance of Incomplete

Visit the [Bursar Office's Withdrawal Page](#) for the universities' policies on dropping courses and withdrawal. Students may only receive refunds for courses that are cancelled by the University or courses that are dropped before the last day of late registration. [Academic Calendar](#) includes the "Last Day to Withdraw" for each semester. Forms to drop/withdraw from a course may also be found under forms on the [B-CU Student Hub page](#)

Instructors may issue "I" or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the instructor, an "I" grade may be given to a student who is experiencing extraordinary personal challenges, but who has not formally requested an Incomplete grade.

## Wildcat Email

All students are required to use Wildcat Email for all official college email communications.

## Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students at Bethune-Cookman University certain rights with respect to their education records. Information about your rights as a student under FERPA can be found in the Student Handbook, Student Catalog, and on the [Registrar's webpage](#).

## Proctoring

Per B-CU Distance Education Student Participation agreement, all midterm and final exams will be proctored for all online courses and blended courses when the instructor administers the midterm and final exam online. The proctor ensures the security and integrity of the exam process. Authentic assessments do not require proctoring. It is the student's responsibility to schedule proctored exams through the proctoring service. If applicable, students are responsible for any fees incurred from proctored exam. Reference the Help & Resources page in your course for more information. You can find the *Proctoring FAQ* and the *Proctoring Approval Application* on the [university's webpage](#).

## Student Grievances

Bethune-Cookman University is committed to fostering mutual respect among students, faculty, staff, and administration on the campus. In the event of concerns about fairness and equity, we seek to find solutions that do not involve having to resort to formal grievance procedures. However, when such solutions are not possible, we are committed to a formal grievance process that will result in fair and reasonable resolutions. The Student Handbook details the full grievance policy and procedures.

While attending Bethune-Cookman University, students residing outside of the state of Florida who desire to resolve a grievance, should first follow the University's student grievance procedure. However, if a grievance cannot be resolved internally, students may file a grievance with their state. Find [state contact information](#).

Reference the [Academic Catalog](#) for complete policies and details: [Academic Regulations and Policies](#).

## Technical Assistance



### Canvas Support

For Canvas related questions, contact Canvas support available **24\*7** via the "Help" button in your Canvas Navigation menu.

Canvas Support Hotline (Students) Phone - 1 (855) 651-5800

Chat - Link available in the "Help" section of your Canvas Navigation Menu.

### B-CU Help Desk

For technical support please submit a service request with CIT via <https://servicedesk.cookman.edu/>  
The Help Desk is available from 8:30 a.m. - 5:00 p.m., Monday through Friday.

Address: 620 Dr. Mary McLeod Bethune Blvd., Daytona Beach, FL 32114  
Phone - (386) 481-2070  
Email - helpdesk@cookman.edu

### Respondus Lockdown Browser

You may be required to use **Respondus Lockdown Browser**, a custom browser that locks down the testing environment when taking online exams. You will be able to download the LockDown Browser installer whenever a test requires this browser. For technical issues, reach out to the Help Desk.

### Respondus Monitor

Respondus Monitor® builds upon the power of LockDown Browser, using a student’s webcam and industry-leading video analytics to prevent cheating during non-proctored exams. For technical issues, reach out to the Help Desk.

### Upswing Tutorial 24/7

<https://cookman.upswing.io/>

## Bibliography



**Note: Refer to link for sample APA & MLA format**

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/in\\_text\\_citations\\_the\\_basics.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html)

## Tentative Course Schedule

2 Below is the schedule with deadlines. The “Complete?” column is there to help you keep up with what you have done.

Week     Date Range     Topic	Activity (w/Due Dates)	Complete?
Week 1 Enter Date Range Enter Module Name/ Week Topic		
Week 2		

<b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 3</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 4</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 5</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 6</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 7</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 8</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 9</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 10</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 11</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 12</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		
<b>Week 13</b> <b>Enter Date Range</b> <b>Enter Module Name/ Week</b> <b>Topic</b>		

<b>Week 14</b> Enter Date Range Enter Module Name/ Week Topic		
<b>Week 15</b> Enter Date Range Enter Module Name/ Week Topic		
<b>Week 16</b> Enter Date Range Enter Module Name/ Week Topic		

- Subject to change: Pending review by Faculty Senate & Office of Institutional Effectiveness