**Course Number and Title**

Semester 20xx – 100 % Online Course

Campus

# Instructor Contact Information

Name:

Office:

Phone:

Email:

## Communication Policy

You may send me a message through Canvas (my preferred mode of communication). I have multiple roles within the university and receiving messages through Canvas helps me stay organized. I will get back to you within 24-48 hours (excluding weekends and holidays when it might take longer to respond).

## Office Hours

Typically, Monday mornings between 10:00-11:00 am is when I will be available via Zoom for office hours upon request via Canvas messages. Additional online video or web conferences can be arranged by appointment at a time convenient to students and instructor.

## Q & A Forum

A question-and-answer (Q & A) forum has been set up in the Discussions tab on Canvas. Use this forum to post questions related to course setup or course content. I will provide answers to your questions on the forum within the week. If you have a question that you need a response to within 24-48 hours, please use Canvas messages. Students should feel free to respond to each other on the Q&A forum, especially if you know the answer to the question. Please do not post anything personal on this forum.

# Course Description and Structure

**[Note: Typically you would insert the same or an elaborated description found in the University Course listing. Also include information about how the course is structured. Do you use modules? Are the modules based upon weeks? Etc.]**

# Prerequisites & Necessary Skills

**[Note: List any course or content knowledge requirements for this course. If there are no prerequisites for the course, please state this.]**

# Required Computer & Digital Literacy Skills

* Comfort using Canvas, sending email with attachments, downloading and installing software, and using video conferencing tools like Zoom.
* Proficiency using Microsoft Office programs like Word, PowerPoint, and Excel.
* Using online libraries and databases to locate and gather appropriate information.
* Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters.
* Properly citing information sources.
* Preparing a presentation of research findings.

# Required Materials

**[Note: Please list all required texts and materials for the course, how they are to be accessed (in the case of IU eTexts or Digital Learning Tools such as Cengage or McGraw Hill), and any relevant ISBN numbers for texts/materials.]**

# Technical Requirements

You will need the following in order to participate in this course:

1. Computer hardware requirements:

* A laptop or desktop computer
* An internet connection
* Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
* A webcam or HD webcam - built-in or USB plug-in

1. Computer software requirements:

* Adobe Acrobat or a similar PDF reader
* Web Browser
* Desktop version of Zoom
* Microsoft Word, PowerPoint, Excel

1. Internet browser requirements:

* Up-to-date
* Google Chrome or Mozilla Firefox are recommended

1. Internet connection speed requirements:

* Broadband wired or wireless (3G or 4G/LTE)

# Course Learning Outcomes

| **Course Learning Outcomes** | **Module Learning Outcomes** | **How you will demonstrate this to your instructor** |
| --- | --- | --- |
| CLO #1 |  | Learning Activity  Assignment |
| CLO #2 |  |  |
| CLO #3 |  |  |
| CLO #4 |  |  |
| CLO #5 |  |  |

# Overview and Schedule of Assignments

**[Note: Below is an example from a particular class, please edit to ensure this section describes your course.]**

## Reading Assignments and Quick Checks

Each video lecture within a module has a Quick Check associated with it. It includes one or more questions that are based on the content discussed in the video. There is no deadline for the quick checks, but the scores are added to the grade book on a weekly basis. Try to complete them by the end of the module.

There will also be weekly Reading Assignments posted on Canvas for each chapter. The questions can be

answered while you are watching or after you have watched lecture videos and read the text. The assignments will help you study for quizzes and exams. *Each reading assignment is due by 9:00 am on the Monday when the module is scheduled to end.* Points will be deducted for late submissions (20% will be deducted per day after the assignment is due).

## Quizzes

There will be a quiz posted on Canvas at the end of each chapter. *Each quiz is due at 9:00 am on the Monday when the module is scheduled to end.* Points will be deducted for late submissions (20% points deducted per day after the quiz is due). There will be no make-up quizzes. Under a limited set of circumstances, you may make arrangements to take a quiz early. Such arrangements will be granted only in case of genuine and documented emergencies. The quizzes will be available to you to study once the deadline has passed.

## Forums or Discussions

There will be biweekly forums/discussions on topics related to the content. *Each discussion is due at 9:00 am on the Monday when the discussion is scheduled to end.* These forums are based on real life applications of biochemistry or research papers related to them. They are available in the Discussions tab of Canvas. Instructions are provided within each forum along with the rubric for grading it. Apart from the forum post, you also have to comment on other posts by your classmates. Please note that points will be deducted for late submissions (20% per day). Plan to post and comment before the deadline.

## Exams

There will be two mid-term exams and a 2-hour final examination according to the following schedule:

Exam 1 Week: Monday, September 23 – Friday, September 27, 2019.

Exam 2 Week: Monday, October 28 – Friday, November 1, 2019.

Final Exam Week: Monday, December 9 – Wednesday, December 11, 2019.

The final exam is not cumulative. There will be no make-up quizzes or exam. Under a limited set of

circumstances, you may make arrangements to take the final exam early (with proper documentation, subject to instructor discretion).

# Course Schedule

|  |  |  |
| --- | --- | --- |
| **Module Number** | **Module Title** | **Module Due Date** |
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# Grading

Grades will be posted in Canvas within 48 hours of the due date. Since Canvas keeps track of all of your grades, you should always be able to calculate your current grade in the course. If you need assistance, please contact me. All your assignments will count towards your final score. I do not grade on a curve.

## Late Work

**[Note: Add instructor expectations.]**

| **Assignment** | **Point Value** | **Percentage of Final Grade** |
| --- | --- | --- |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total** |  | 100% |

## Grading Scale

| **Grade** | **Points Needed** | **Equivalent Percentage** |
| --- | --- | --- |
| **A+** | **400** | **100%** |
| **A** | **365-399** | **91%-99%** |
| **A-** | **360-364** | **90%** |
| **B+** | **355 - 359** | **89%** |
| **B** | **325-354** | **81%-88%** |
| **B-** | **320-324** | **80%** |
| **C+** | **315- 319** | **79%** |
| **C** | **285-314** | **71%-78%** |
| **C-** | **280-284** | **70%** |
| **D** | **240 - 279** | **60%-69%** |
| **F** | **Less than 240** | **>60%** |

# Course Policies

## Campus Grading Policies

**[Note: Please feel free to modify this to fit your course/campus.]**

The following includes highlights paraphrased from several campus or university policies pertaining to grades and grading. For official descriptions of these and other related policies, click the [Campus Course Policies](https://kb.iu.edu/d/bbnd) button on your Canvas tool bar and then click the link for x Campus Academic Policies.

## Grade Appeal

**[Note: Please modify this to fit your course/campus.]**

If you believe the grade received in a course is incorrect, you should follow the Grade Appeal Policy. The initial appeals process states that...

## Dropping a Course

During the first week of classes you may drop a class with no grade recorded on your transcript. From the second week of classes through the ninth week (the ‘auto W’ period), you may withdraw from a class with an automatic grade of ‘W’. This will be recorded on your transcript, but not included in your GPA.

After the ninth week (and before the final exam period), a student wishing to withdraw with a grade of ‘W’ must be passing the course at that time. You must complete a ‘Drop Only’ form and contact the offices listed for signatures before giving the form to the instructor. The instructor will confirm on the form that you are passing at that time for a ‘W’ grade or that your grade is an ‘F’. This ‘F’ grade WILL be included in calculation of your GPA.

Faculty members are required to report any student who stops attending a class and does not withdraw (with a grade of ‘W’ or ‘F’). Failure of a course due to non-attendance may affect financial aid award amounts.

## Academic Misconduct

Academic honesty is fundamental to the activities and principles of this university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. All submitted written work is to be done by the student her/himself. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from reduction in grade, probation to expulsion. Using someone else’s work as if it is your own— plagiarism— is a serious university offense and will be dealt with following university guidelines. You must cite borrowed ideas or text, including lecture material, regardless of whether it is a direct quote or a paraphrasing. When in doubt— cite. ([See section III, Student Misconduct, of the Code of Student Rights, Responsibilities, and Conduct](http://studentcode.iu.edu/), available on the “Campus Course Policies” link, available on the left tab of your courses in Canvas). Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism (Faculty Council, May 2, 1961; University Faculty Council, March 11, 1975; Board of Trustees, July 11, 1975) Source comes from [IU's Policies site.](http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/cheating-plagiarism.shtml#policyStatement)

According to the [Indiana University Code of Student Rights, Responsibilities, and Conduct (2010),](http://studentcode.iu.edu/) a student must give credit to the originality of others and acknowledge indebtedness whenever:

1. Directly quoting another person's actual words, whether oral or written;
2. Using another person's ideas, opinions, or theories;
3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. Borrowing facts, statistics, or illustrative material; or

Offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

## Accessibility Services

Every attempt will be made to accommodate qualified students with disabilities (e.g. mental health, learning, chronic health, physical, hearing, vision neurological, etc.) You must have established your eligibility for support services through the appropriate office that services students with disabilities. Note that services are confidential, may take time to put into place and are not retroactive; Captions and alternate media for print materials may take three or more weeks to be produced. Please contact your campus office as soon as possible if accommodations are needed. [Find your campus office serving students with disabilities](http://ada.iu.edu/students/index.shtml).

## Title IX and Sexual Misconduct

As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help. I encourage you to visit [Stop Sexual Violence website](https://stopsexualviolence.iu.edu/help/) to learn more. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a [Mental Health Counselor on campus.](http://stopsexualviolence.iu.edu/help/confidential.html)

It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU’s Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu

to learn more.

## Technology and Support

Students who need help accessing Canvas, resetting a password, using email, or with any technology problems, can contact their campus IT Helpdesk using the link below.

* [University Information Technology Services (UITS)](https://kb.iu.edu/d/abxl)

Students can also find answers to frequently asked technology questions in the [IU Knowledge Base](https://kb.iu.edu/index.html).

Get no-cost access to hundreds of software programs and applications (including Microsoft Office or Adobe Creative Cloud) through IUware and IUanyWare. All you need is your IU email address.  
   
Use [IUware](http://click.e.iu.edu/?qs=d9a77d472ce25ee971a6304f23f7debfdab1ba2e6e7f1a495c4cedf5cdd205b6e6422950cdbd41cfdf2de2ca6d915eb5225e9de4771190cd" \o "http://click.e.iu.edu/?qs=d9a77d472ce25ee971a6304f23f7debfdab1ba2e6e7f1a495c4cedf5cdd205b6e6422950cdbd41cfdf2de2ca6d915eb5225e9de4771190cd) to install software directly onto your hard drive. Use [IUanyWare](http://click.e.iu.edu/?qs=d9a77d472ce25ee95bc218e372fca2045b421e5aaa06629892f12e1e59fea306110109b0b6a0097f83cc8cc8e25c00ecbbabed25a0f642fe" \o "http://click.e.iu.edu/?qs=d9a77d472ce25ee95bc218e372fca2045b421e5aaa06629892f12e1e59fea306110109b0b6a0097f83cc8cc8e25c00ecbbabed25a0f642fe) to stream 400+ apps on your desktop or through the mobile app with your IU login.

## Academic Support and Student Services:

IU Online provides quick and easy access to tools, tips, and IU resources to help you succeed in your online courses, including:

* Math and Writing Support: Direct access to IU-trained math mentors and writing consultants
* Libraries and Research: Online access to IU library resources and research librarians
* Technology: A full suite of software, collaboration tools, cloud storage, and training

 For more information, visit: [IU Online Academic Support](https://expand.iu.edu/courses/iu-online-academic-support)

Course Technology Accessibility Statements and Privacy Policies

* [**Canvas Accessibility Statement:**](https://www.canvaslms.com/accessibility) This course uses technologies that may support accessibility in different ways.
* [**Canvas Privacy Policy**](https://www.canvaslms.com/policies/privacy)**:** This course uses technologies that provide privacy.
* Statements for all other IU-supported learning tools can be found in the [Knowledge Base](https://kb.iu.edu/d/awld).

## Student Participation & Online Etiquette

You should login to the course at least three times a week to participate in course activities, interact with your instructor and peers as needed.

It is important to build a class climate that is welcoming and safe for everyone. Please display respect for everyone in the class. You should avoid racist, sexist, homophobic, or other negative language that may

exclude members of our campus and classroom community.

* Humor and sarcasm don’t translate very well when using email or online discussions. Be careful. I **will delete** any posting that I believe is inappropriate.
* Keep in mind that there's a real, live human being with feelings on the other end of your email or discussion posting--if you were sitting in front of that person would you say to their face what you're saying in your email or discussion posting? Remember that your words are written in an email or discussion posting -- you can't take them back.
* Avoid offensive language, especially comments that might be construed as racist or sexist.
* Remember that the law still applies in cyberspace. Do not commit illegal acts online, such as libeling or slandering others, and do not joke about committing illegal acts.
* Do not post a message more than once.
* Generally speaking, avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
* If you are following up a previous message or posting, summarize that message or posting. Read existing follow-up postings and don’t repeat what has already been said.
* Reveal only information that you are comfortable sharing.

## Fair Use Policy

Copying or recording synchronous classes and asynchronous course materials without the express prior approval of [the professor] is prohibited. All copies and recordings remain the property of Indiana University and [the professor.] IU and [the professor] reserve the right to retrieve, inspect, or destroy the copies and recordings after their intended use. These policies are not intended to affect the rights of students with disabilities under applicable law or IU policies.

## Code of Student Rights, Responsibilities, and Conduct

Students are expected to adhere to the Code of Student Rights, Responsibilities, and Conduct at all times. Any inappropriate behavior, disruptive conduct (e.g., engaging in hostile or disrespectful commentary on the site, or discussing irrelevant evidence) or non-compliance with faculty directions can result in a charge of Academic and/or Personal Misconduct, the consequence of which could be a variety of sanctions either from the instructor or the Dean of Students. For more information see [The Code of Student Rights, Responsibilities, and Conduct](http://www.indiana.edu/~iusasr/documents/code05.pdf).

## Syllabus Revision

The instructor reserves the right to revise or adjust the course syllabus to best accommodate the pace and needs of the students.