Course Syllabus

# INSTRUCTOR

[Insert image or video here (include transcript if video)]

**[Instructor name]** [Title] [Department] [Office location]

[Phone] [Email]

[Link to instructor website]

##

Please note that my goal is to respond to student communications within 24 hours during weekdays. If for some reason I am unable to do so, I will follow up as soon as possible. I also always try to let you know ahead of time if I will be unreachable.

##

My goal is to return graded assignments to you within 48 hours. If for some reason I am unable to do so, I will do my best to let you know in advance and will return your graded assignment to you as soon as possible.

# COURSE DESCRIPTION

Insert directly from Syllabus or Catalog. Update HTML/CSS to match this page.

*PREREQUISITE*

Insert as needed.

# LEARNING OUTCOMES

##

Upon completion of the course a successful student will be able to do the following:

CO1: Insert outcome here. CO2: Insert outcome here.

CO3: Insert outcome here.

##

Throughout the modules in this course there are module-level outcomes listed. Next to each module level outcome (e.g., MLO 1.1) there is a number or numbers in parenthesis. That number or numbers correspond to the above course level outcomes (e.g., CLO 1). Everything you do in this course flows back to these course level outcomes.

# GRADING

Insert directly from Syllabus. Update formatting to match HTML/CSS on this page.

# MATERIALS

[Insert after adoption, include screenshots plus ISBN and WorldCat link if appropriate, include any login information as well for initial Canvas integration plus directions on how to setup SSO integration]

##

Insert if available.

# TECHNOLOGY

This fully online course occurs primarily via [**canvas.smu.edu (https://canvas.smu.edu/)**](https://canvas.smu.edu/) . To be successful in this course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet.

##

A **webcam** is required for recording activities in Canvas. If your device does not have a built-in webcam, one [can be purchased at a local consumer electronics store or through an online retailer like **Amazon (https://www.amazon.com/s/ref=nb\_sb\_noss\_1?url=search-alias%3Daps&field-keywords=webcam)** .](https://www.amazon.com/s/ref%3Dnb_sb_noss_1?url=search-alias%3Daps&amp;field-keywords=webcam)

##

[Please be sure that your device or devices meet the **technical requirements** for Canvas. **Technical**](https://community.canvaslms.com/docs/DOC-2059)[**requirements (https://community.canvaslms.com/docs/DOC-2059)** and **browser requirements**](https://community.canvaslms.com/docs/DOC-1284)[**(https://community.canvaslms.com/docs/DOC-1284)** for Canvas are located in the **Canvas Student Guide (https://community.canvaslms.com/docs/DOC-4121#jive\_content\_id\_Computer\_Specifications)** .](https://community.canvaslms.com/docs/DOC-4121#jive_content_id_Computer_Specifications)



* [**Canvas by Instructure**](https://www.canvaslms.com/policies/privacy) **– (**[**https://www.canvaslms.com/policies/privacy**](https://www.canvaslms.com/policies/privacy)**)**
* [**Panopto Video Management System**](file:///C%3A%5CUsers%5C47583410%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CMHJJ3A5P%5CPanopto%20Video%20Management%20System) **– (**[**https://www.panopto.com/privacy/**](https://www.panopto.com/privacy/)**)**
* [**Respondus LockDown Browser**](https://corp.kaltura.com/privacy-policy#platform) **- (**[**https://www.respondus.com/about/privacy.shtml**](https://www.respondus.com/about/privacy.shtml)**)**
* **[Zoom Video Conferencing – (https://zoom.us/privacy)](https://zoom.us/privacy)**
* [**SMU OIT Policies and Legislation (https://www.smu.edu/OIT/Infosec/Policy)**](file:///C%3A%5CUsers%5C47583410%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CMHJJ3A5P%5CSMU%20OIT%20Policies%20and%20Legislation%20%28https%3A%5Cwww.smu.edu%5COIT%5CInfosec%5CPolicy%29)

##

* **Canvas**
	+ [**Accessibility within Canvas (https://community.canvaslms.com/docs/DOC-2061)**](https://community.canvaslms.com/docs/DOC-2061)
	+ [**Voluntary Product Accessibility Template (https://www.canvaslms.com/accessibility)**](https://www.canvaslms.com/accessibility)
* **[Panopto Video Management System](https://support.panopto.com/s/article/Learn-About-Accessibility-Features) (**<https://support.panopto.com/s/article/Learn-About-Accessibility-Features>)
* **[Zoom Video Conferencing – (https://zoom.us/accessibility)](https://zoom.us/accessibility)**
* [**Respondus LockDown Browser (http://www.respondus.com/products/accessibility-lockdown.shtml)**](http://www.respondus.com/products/accessibility-lockdown.shtml)

# STUDENT SERVICES

The following services and resources are available to SMU students:

[**Altshuler Learning Enhancement Center (http://www.smu.edu/Provost/ALEC? utm\_medium=alias%20redirect&utm\_source=smu&utm\_campaign=%2Falec)**](http://www.smu.edu/Provost/ALEC?utm_medium=alias%20redirect&amp;utm_source=smu&amp;utm_campaign=%2Falec)

ALEC offers study-skill workshops and can help you with learning strategies and test preparation. Their phone number is (214) 768-3648.

[**Altshuler Writing Center (http://www.smu.edu/Provost/ALEC/WritingCenter)**](http://www.smu.edu/Provost/ALEC/WritingCenter)

The Altshuler Writing Center is open to all undergraduate students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.

[**DASS (https://www.smu.edu/Provost/ALEC/DASS)**](https://www.smu.edu/Provost/ALEC/DASS)

[Students needing academic accommodations for a disability must first contact **Disability Accommodations & Success Strategies (http://www.smu.edu/Provost/ALEC/DASS)**](http://www.smu.edu/Provost/ALEC/DASS) (DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. They should then [schedule an appointment with the professor to make appropriate arrangements. (See **University Policy No. 2.4 (https://www.smu.edu/IAE/PoliciesandProcedures/2- 4%20Needs%20of%20Persons%20with%20Disabilities)** ; an attachment describes the DASS](https://www.smu.edu/IAE/PoliciesandProcedures/2-4%20Needs%20of%20Persons%20with%20Disabilities) procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter. Success strategy support is available only to undergraduate students.

[**my.SMU (https://my.smu.edu/)**](https://my.smu.edu/)

Online portal for SMU students that allows you to view personal information, emergency contact information, register for AARO (if applicable), view class schedule, enroll in classes, add/drop/swap classes, view grades and view financial aid packages.

[**SMU Bookstore (http://smu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage? storeId=17551&catalogId=10001&langId=-1)**](http://smu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=17551&amp;catalogId=10001&amp;langId=-1)

Information on textbooks, events, buyback, promotions and more.

[**SMU Bursar (http://www.smu.edu/EnrollmentServices/Bursar)**](http://www.smu.edu/EnrollmentServices/Bursar)

Information on student finances, bill pay and more.

[**SMU Counseling Services (http://www.smu.edu/StudentAffairs/HealthCenter/Counseling)**](http://www.smu.edu/StudentAffairs/HealthCenter/Counseling)

College can be a stressful time. There are many transitions and major life events occurring while you are a college student. If you or a friend is going through a difficult time and needs someone to talk to please seek out the resources provided by the counseling center, located in the Health Center and their phone number is (214) 768-2211. For 24 hour help contact (214) 768-2860.

[**SMU Dedman Recreation Center (http://www.smu.edu/StudentAffairs/RecSports)**](http://www.smu.edu/StudentAffairs/RecSports)

Regular exercise is one of the best things you can do for your mental and physical well-being.

[**SMU Libraries (https://www.smu.edu/Libraries)**](https://www.smu.edu/Libraries)

SMU Libraries has reference librarians happy to help with your research needs. Contact a librarian

at [**http://askalibrarian.smu.edu/ (http://askalibrarian.smu.edu/)**](http://askalibrarian.smu.edu/) or call (214) 768-2326**.** Evelyn Day is the Simmons research librarian. Her email is **eday@smu.edu (mailto:eday@smu.edu)** and phone is (214) 768-3743.

[**SMU OIT (https://www.smu.edu/OIT)**](https://www.smu.edu/OIT)

OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.

[**SMU Student Affairs (http://www.smu.edu/studentaffairs)**](http://www.smu.edu/studentaffairs)

[SMU Student Affairs is a network of **departments, programs and services (https://www.smu.edu/StudentAffairs/VPSA/Departments)** focused on supporting](https://www.smu.edu/StudentAffairs/VPSA/Departments) students' out-of- classroom experiences and co-curricular learning.

# COURSE INFORMATION MODULE

Read the [**Netiquette**](https://smu.instructure.com/courses/40189/pages/netiquette) page to proceed with the Course Information Module requirement.

Course Summary:

**Date Details**