

Syllabus

Welcome Susan!

Please review the Course Syllabus below.

There are a number of important items found in the Table of Contents to the left. If you are new to MyCourses, click **MyCourses Tutorials**. When you need to contact me, click **Email Instructor**.

Click **BEGIN HERE** to start your coursework.

QM 1.1: Make it clear how to get started and where to find various course components.

QM-Aligned Syllabus Template (below) addresses QM standards: 1.2-1.7, 2.1-2.3, 2.5, 3.1, 3.2, 5.3, 5.4, 6.5, 7.1-7.4, 8.2

*The following template is intended to serve as a guide to you as you prepare your class syllabus in accordance with St. Petersburg College policies and Quality Matters (QM) standards. The following template includes the components required in course syllabi, a few additional suggestions, and questions for you to consider as you prepare for your course(s). Required portions appear in **bold letters for which you must use the exact language**. Instructors may vary the wording for other non-bold areas although the bolded general topic area is required. You may add other information but this template includes all required basics. If an item is listed as an option or an additional resource it is not required that you use it, although it may reflect common student concerns/issues that often arise.*

St. Petersburg College



COURSE SYLLABUS

Enter course title here (e.g., Studies in Applied Ethics)

Enter course number here (e.g., PHI 1600), Section # (e.g., 2939)

Online Instruction

Enter semester code (e.g., 0495): Enter semester and year (e.g., Spring 2015)

[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Enter a learner-friendly welcome statement here.

INSTRUCTOR

Name: Enter name here

Email: Enter email address here (lastname.firstname@spcollege.edu)

Phone: Enter phone here

Office and Online Chat Hours: Enter office/chat hours here (if applicable)

Office Location: Enter campus and room number here (if applicable)

Instructor Web Page: Copy/Paste Web address here (find yours

at <http://webapps.spcollege.edu/instructors/name/A>)

ACADEMIC DEPARTMENT

DEAN

Name: Enter dean name here

Office Location: Enter dean campus and room number here

Office Phone Number: Enter dean phone number here

Email: Enter dean email address here

ACADEMIC CHAIR

Name: Enter academic chair name here

Office Location: Enter academic chair campus and room number here

Office Phone Number: Enter academic chair phone number here

Email: Enter academic chair email address here

WEBSITE

URL: Copy/Paste Web address here

COURSE INFORMATION

QM 1.2: Introduce learners to the purpose and structure of the course.

Course Description: Provide a brief course description/overview. Provide a link to the full course description from C&I/CurricUNET

Course Goals: List the goals of the course in terms of expected Learning Outcomes for the student in addition to what is included in the C&I/CurricUNET Approved Course Outline.

QM 2.1, 2.3, 2.5: State clear and measurable course-level learning objectives that are written from the learner's perspective, that are suited to the level of the course.

Course Objectives: List the course Objectives that will lead the student through the learning process to achieve the course goal. Again, this would be in addition to, or a clarification of, the C&I/CurricUNET Approved Course Outline.

QM 2.2, 2.3, 2.5: State clear and measurable module-level learning objectives that are written from the learner's perspective, that are suited to the level of the course.

Prerequisites: (Course & Skill Set)

QM 1.6: State any prerequisite knowledge in the discipline or required competencies.

Availability of Course Content (e.g., when segments/components/units of the course will “open,” if students will be able to work ahead, or work “behind.”

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

Other Critical Course Expectations (e.g., field study, proctored testing).

[View the Proctored Testing Information site](#)

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook: Enter textbook here

Publisher Information: Enter publisher information here

ISBN: Enter ISBN here

Recommended Text or Other Reading Material: Enter other recommended texts or reading material here

[View the college bookstore site](#)

[View the college libraries site](#)

LEARNER SUPPORT

[View the Disability Resources site](#)

QM 7.2: Describe accessibility policies and services.

[View the Academic Support Services site](#)

[View the On-Campus Support site](#)

[View the Online Support site](#)

QM 7.3: Describe how academic support services and resources can help learners succeed in the course and how to obtain it.

[View the Student Services and Resources site](#)

QM 7.4: Describe how student services and resources can help learners succeed in the course and how to obtain it.

IMPORTANT DATES

Course Dates: Enter course beginning and ending dates here

Drop Date: Enter Drop date here

Withdrawal Date: Enter Withdrawal date here

[View Financial Aid Dates](#)

DISCIPLINE-SPECIFIC INFORMATION

In this section, you can provide discipline-specific information as well as program information with links (e.g., disposition, standards, etc.)

ATTENDANCE

[View the college-wide attendance policy](#) included in the Syllabus Addendum.

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

For this class, attendance is defined as: Enter attendance definition here.

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

GRADING

QM 3.1: Implement assessments that measure the stated learning objectives.

QM 3.2: State the course grading policy.

Describe the grading system by which the student’s coursework will be assessed. Specify how assignments and other course components are weighted in regard to overall course grade. The grading system should address opportunities for success across different learning styles and examination methods that test higher order cognitive and affective skills. If this is an SPC College Writing Requirement course, you need to demonstrate how this requirement is being accomplished. You will clarify your policy on late assignments as well as extra credit (if applicable).

ASSIGNMENTS

In this section, you may list assignments, information on the date due, scope of assignment and relative weight toward the final grade in the course. If applicable create a separate web page for the list of assignments and place a prominent link to the assignments page on the syllabus page. In this section, you can also add any formatting requirements for assignments (i.e., APA, etc.)

STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S

STUDENT EXPECTATIONS AND INSTRUCTOR EXPECTATIONS

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

REQUIRED INTERACTION

Required Interaction (e.g., expectations on communication between and among students and the instructor).

QM 5.3: State the plan for response time and feedback on assignments.

QM 5.4: State the requirements for learner interaction.

PARTICIPATION AND CONDUCT

[View the Online Student Participation and Conduct Guidelines](#) in the Syllabus Addendum

ACADEMIC HONESTY

[View the Academic Honesty statement](#)

NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. [View the Netiquette expectations](#) in the Syllabus Addendum.

QM 1.3: State etiquette expectations for online discussions, email, and other forms of communication.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance

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TECHNOLOGY

MINIMUM REQUIREMENTS

[View the MyCourses Minimum Technology Requirements](#)

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

Minimum Technical Skills: Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

QM 1.7: State the minimum technical skills of the learner.

ACCESSIBILITY OF TECHNOLOGY

[View the MyCourses \(Brightspace by Desire2Learn\) Accessibility Statement](#)