

 **UC Merced Extension**

 Syllabus

**I. Course Information**

Course Title & number:

Course Modality: Choose a format.

Course location: address/room number or online.

Course start and end dates:

Number of Semester Units and hours:

**II. Instructor Contact Information**

Name:

Time Zone: time zone you are located in an online course (delete if non-applicable)

Email address: insert email here

Phone number: (111)111-1111.

Website or weblog: website or weblog url (delete line if non-applicable)

Response time via email: Click here to enter text.

**III. Course Description**

Provide a description in paragraph form. If the course is already approved by the Academic Senate, this course description paragraph will be populated by the UC Merced Extension staff. If the course is new, please draft the first iteration of the new course description.

Course Learning Outcomes

List the course learning outcomes (CLOs)of the course -- what can students expect to learn by the end of the course? Learning objectives should be linked to assessments and assignment outcomes. [Reference document for creating CLOs](https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/documents/graduate_clo_plo_guidelines_final_may_2012.pdf)

 CLO 1:

 CLO 2:

 CLO 3:

 CLO 4:

Instructional methods

How will the course be taught?

(If online): The course can be accessed at <https://cole2.uconline.edu.>

**IV. Course Prerequisites**

List any courses or other prerequisites students should have met prior to beginning your course

**V. Required course materials**

Provide a list of required books, software or other materials. Include ISBN, edition, and publication year for all required texts. Textbooks must have been published within the last 5 years unless there is a legitimate justification for the use of a text published more than five years ago. Indicate where students can purchase/download the materials. If they need to download, open and view PowerPoint, PDF or other files, include links to the PowerPoint viewer and Adobe Reader.

**VI. Course Organization & Assignments**

Let students know how your course is organized (by week or topic) – please provide a table of dates for easy reference. (If online, include where students can find the necessary files and assignments they will need to complete the course).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week #** | **Class** **Date** | **Topic** | **Assignment/Assessment** | **Learning Outcome(s)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |   |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

**VII. Assignment Grade Value**

Let students know the graded assignments and the points or percentage that each assignment is worth so students can track their grade progress.

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points** | **Value/Percentage of Grade Total** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**VIII. Grading Policy and Grade Scale**

Your grading policies should be clearly stated in the syllabus. Include a grading scale, and if you grade on a curve, explain how you calculate the grades. Indicate how many points are possible for each assignment. Explain your policy on late work and missed tests.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Letter Grade** | **Percent Grade** | **4.0 Scale** |  | **Letter Grade** | **Percent Grade** | **4.0 Scale** |
| A+ | 97-100 | 4.0 |  | C+ | 77-79 | 2.3 |
| A | 93-96 | 4.0 |  | C | 73-76 | 2.0 |
| A- | 90-92 | 3.7 |  | C- | 70-72 | 1.7 |
| B+ | 87-89 | 3.3 |  | D+ | 67-69 | 1.3 |
| B | 83-86 | 3.0 |  | D | 65-66 | 1.0 |
| B- | 80-82 | 2.7 |  | F | Below 65 | 0.0 |

**For Extension grading policies and information about Incomplete grades go to:**

<https://extension.ucmerced.edu/resources/student-resources-policies>

**IX. Work to Credit Ratio**

Students participating in credit level work are required to complete a minimum of 45 hours of work per unit. These 45 hours are broken down into 15 hours of required instruction time paired with 30 hours of outside work for students, such as written assignments, lab time, homework and/or reading.

Example: 1 Semester Unit= 15 instruction hours + 30 hours of outside work (such as homework, online activities, etc.)

Example 2: 3 Semester Unit = 45 instruction hours + 90 hours of outside work. Working adult students can expect to spend approximately 15-20 hours per week participating in this course if the 3 semester unit course was scheduled across 8-9 weeks.

**X. Course Attendance / Participation**

Clarify your course attendance and participation expectations here.

**XI. Course Evaluation**

All students will receive an email prompting them to complete an anonymous course evaluation. Students have a limited amount of time to respond to the evaluation survey. UC Merced Extension strongly encourages all students to complete the course evaluation promptly after receiving the email. Student feedback is very valuable. The information collected is used to evaluate course effectiveness and instructor performance. As well, the information aids Extension in determining future course offerings and provides Extension with a mechanism to better serve students.

**XII. Student Email Accounts**

Your email account is an important tool for your participation this course. Make sure that your mailbox has enough room to accept messages and attachments. If you are using an email account provided by your employer, check to see that your account can receive email from outside your local network. School districts frequently reject emails from our server because of filtering software and many students never receive course announcements or other materials. Additionally, do not use an automated responder with the email account you are using with your course. If you have concerns about getting unwanted emails because your email account is visible to others in your course, set up an account specifically for your online course using a free service (Google, Yahoo, Hotmail).

**XIII. Plagiarism**

All written work must be the product of the student submitting the work. While students may be permitted by the instructor to work together on in-class assignments, all work done outside the classroom must be done by the student without collaboration or sharing with other students or non-students. Credit must be given for any material used which is not created by the student, including images. If a student is determined to have violated this policy, he/she will receive a zero for the assignment and be reported to the Program Director. A second finding of plagiarism or cheating will result in the student being withdrawn from the course by the instructor and reported to the Registrar.

Academic Integrity at UC Merced --

<https://osrr.ucmerced.edu/academic-integrity>

UC Merced Policy on Plagiarism and Academic Integrity--

<https://osrr.ucmerced.edu/sites/osrr.ucmerced.edu/files/documents/academic_honesty_-_800.pdf>

**XIV. For Online Courses:**

**Introduction**

UC Merced Extension utilizes Canvas to deliver its online courses. Canvas is compatible with the latest versions of Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Internet Explorer.

**Necessary Technical Skills**

In order to complete this course, you should know how to:

* Access websites and search for material online
* Create and send documents as email attachments
* Download and open files on your computer
* Save files in required formats (MS Word, PDF) and upload them to your class

**If you need additional instruction you may access “Getting Started with Canvas” on the Canvas website at:** <https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student>

**Security**

If you access the course from a public computer, be sure to log out of the course and completely close the browser when you are done. This will prevent others from accessing the course using your student identification. Do not share your Login ID and password with others.

**Participation Guidelines**

* Appropriate clothing for a classroom setting is required. Otherwise, video should be disabled.
* Check the forums frequently.
* Use the email subscription feature to receive email alerts when someone posts to the forum. Keep your responses on the topic of discussion.
* Use informative titles with your forum posts.
* Use capitalization to highlight a point, but don't post messages in all caps. This is usually interpreted as shouting.
* Think about what you have written before you post it to the forum. Canvas allows 30 minutes for you to reconsider and edit your message before others will see it.
* Cite all quotes, references, and sources.
* Keep your postings brief, but when you need to write something longer, you can warn others at the start of your post that it is lengthy.
* Be careful how you use humor online. It's not as easy to tell that something is a joke as it might be in face-to-face communication. Use emoticons such as the smiley face :-) to indicate humor.

**Online Presence**

 Add your expectations for students’ online presence in your class. Examples: Your online presence is an important part of the class. You should log on at least twice a week and make contributions to the online forums. Responding to someone's forum post with "Yes, that's a good point" or "I agree with that" doesn't count as adding to the discussion. Start a new topic or make a substantive contribution to the existing discussion.

Participation in the online forums each week is **required** to earn a passing grade in this course.

**Course Modality Definitions**

Online or Hybrid courses include blended or online education elements. The following is a brief definition to clarify course units and activities. UC Merced courses are categorized by the following instructional delivery modes:

▪ Traditional Face-to-Face – 100% to 70% of course contact hours are delivered in person with the outstanding percentage of contact hours (between 0% and 29%) delivered online or via other distance education technologies (e.g., satellite, audioconference, etc.). Per the UC Merced Credit Hour Policy, contact hours are defined as the number of in-class hours in lecture, seminar, discussion, field, laboratory, tutorial, and/or studio. Non-contact hours are the number of hours students must dedicate outside of the classroom in support of each in class element, based on the instructor’s assessment of required activities (i.e., assignments, fieldwork, laboratory work, performance, practice, preparation for exams, reading, research, and writing) and specified learning objectives for the course. (For example, a 4-unit class expects 12 hours of work per week per term. This typically consists of 3 hours of in-class time – contact hours - and 9 non-contact hours of work done outside of the classroom per week.)

▪ Hybrid/Blended –Fewer than 70%, but more than 0%, of course contact hours are delivered in person with the outstanding percentage of contact hours (30% or more, but less than 100%) delivered online or via other distance education technologies. This modality blends online and in-person delivery and, as such, has some in-person meetings but a substantial portion of the contact hours are conducted online or via other distance education technologies (e.g., class lecture meets in person whereas the discussion section meets online). When counting toward a degree, all hybrid courses are considered online education.

▪ Hybrid Flexible, i.e. “Hyflex” - This modality blends online education and in-person delivery. During course contact hours, students have the option of participating in person or online or, over the course of the semester, via a combination of both. When counting toward a degree, all hyflex courses are considered online education.

▪ Online Education: 0% of course contact hours are delivered in person and 100% are delivered online or via other distance education technologies. There are no in-person meetings.

Course units per weekly hours for online or hybrid courses are calculated at the same rate as traditional in person courses.

**Support**

If you have any questions related to Canvas, please email extension@ucmerced.edu or contact your instructor. Problems with your login and course access should be sent to extension@ucmerced.edu.