The following Syllabus template can be used to help meet a variety of Quality Course Standards which are indicated in the **Online Course Development Checklist.** Make sure to replace example text with your information where applicable and DELETE red directional text as well as the words “**Example**”. Delete this top highlighted explanation section too.

# Syllabus

*Please be sure to read all pages of the syllabus. One of your first week assignments will be submitting a short quiz based on syllabus content.*

## Contact & Course Information

**Place course and contact information here, use example and replace with your own info.**

**Example**

XXXX is designed to develop oral and written skills beyond the elementary level and to expand vocabulary and grammatical towards a more sophisticated level of communication. Students will read, analyze and discuss simple literary prose as well as cultural topics.

### Meet the Instructor

* Instructor Contact Info
  + First Name
  + Email: xxxxx@brazosport.edu
  + Home telephone number: xxx-xxxx
  + Additional contact: xxx-xxxx (Division Secretary)
  + Skype Name: xxxxxxx
  + Office Hours: **Faculty should consider how and when they will be available to students, both on-campus and online. In addition to on-campus office hours (required), you may also host online office hours in Zoom, or other software, which is highly recommended.**
* About the Instructor

*Example: I am a native speaker of Spanish, born and raised in Colombia, South America and have lived for 31 years in the United States. For the last 10 years, I have been an adjunct Spanish instructor at Brazosport College. I have earned a BS in Bilingual Education and an MS in Multicultural Studies in Education*

## Course Materials

**Place course material information here, use example and replace with your own info.**

**Example**

### Required materials:

Required course materials are available at the Brazosport College bookstore, on campus or online at http://www.brazosport.edu/bookstore. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

* + *Access to xxxxxxx text book title (*also include web address if applicable*)*
  + *Access code electronic resources or book (will be sent to you during first week of class)*
* Non-Required materials*: Course Hardback Textbook, course calculator, safety googles*

### Additional materials & Tools:

* + *Computer with microphone and webcam for online office hours and live interactions.*
  + *An active and current email address*
  + *General knowledge in (view* [*Distance Learning website for manuals and tutorials*](http://brazosport.edu/dl)*):* 
    - *Internet browser setting and configuration (*[*check your browser*](https://online.brazosport.edu/d2l/systemCheck)*)*
    - *E-mail and file attachments*
    - *Uploading and downloading files*
    - *Using a word processing program such as Microsoft Office*
    - *NOTE: if using Macintosh Pages for creating and submitting documents make sure to save as or export as document files*

## Course Objectives and Learning Outcomes

**In this section provide a bulleted list of course objectives (describes what will be covered in the course) and student outcomes (a detailed description of what a student must be able to do at the conclusion of the course). Module objectives can be placed in the “Description” area in the Content area of the course.**

**Use example and replace with your own info.**

**Example**

*You will be able to:*

* *express ideas through the use of xxxxxxx.*
* *express ideas using xxxxxx.*
* *express ideas using xxxxxx.*
* *express ideas using xxxxxxx.*

## Student Expectations

**This area should contain a bulleted list of general and course specific expectations for your students. Use example information and replace with your own info.**

**Example**

You will or need to:

* log in often.
* use the Syllabus as your guide.
* ask questions - don't wait.
* view online Lectures.
* read course Materials.
* actively participate in Discussions.
* think critically.
* use proper "netiquette" ([view netiquette page](https://online.brazosport.edu/shared/Documentation/netiquette.html)).
* meet all assignment and testing deadlines.
* be self-motivated and disciplined.
* show increased knowledge and demonstrate it during class activities.
* work with others in a fair and kindly manner.
* ***Exams:*** *complete tests by due date as indicated in syllabus/course schedule.*
* ***Discussion activities:*** *post in the forum area for each topic given.*
* ***Discussion Participation:*** *log in and check for messages or forum posts a minimum of every three days.*
* ***Dropbox activities:*** *submit all required activities.*
* ***Homework/practice:*** *do online homework/practice as needed and as assigned in course schedule/syllabus.*

## Course Overview & Structure

**Provide a detailed overview of the course, including what is to be found where within the course. Make sure to also include the following:**

* Your response times to email, discussion posts, dropbox submissions, providing updated grades in gradebook
* General assessment information, assignment submission requirements, and discussion posting criteria

**Use all example information and replace text with your own info.**

**Example**

*This is a web-based course delivered through the Virtual Campus portal at Brazosport College. This class runs on a 24/7 weekly schedule. This means that within any given week you are free to choose your own times to learn and participate. Discussions and submission of assignments are open each weekend, and conclude on the following Sunday. Because you are not on a fixed schedule* ***it is up to you*** *to develop the discipline and schedule the time to be an active learner in this environment.*

*ALL materials (course and reference), communication and testing tools will be available online. You are* ***REQUIRED*** *to access the course at LEAST once a day to check for any course updates.*

*There are 15 weeks in the semester, 14 of them are broken into various modules. Each module contains an overview/objectives, presentation, readings, activities, and a test (if applicable).*

### Course Materials

*Course materials (syllabus, required readings, lectures and resources) will be available in the Content area.*

### Communication

*Communication will take place using various interactive tools (Discussions, Email, Dropbox) and may include both real and virtual time (Virtual Class Rooms are real time and may be used for online Office Hours)****.***

### Instructor Response Times

*I will respond to critical questions within 24 hours. I will be responding to regular discussion posts and email messages Monday through Friday between the hours of 8am -9:30am and 7pm-8:30pm.*

*Note: quizzes are auto graded upon submission and assignments using dropbox or discussions will be graded approximately 2 days after due date.*

### Testing

* *Testing will take place totally online except for when indicated in the syllabus.*
* *You are allowed to use your text book and notes while testing.*
* *All chapter exams are online in the course.*
* *The Midterm and Final will be proctored either using on-campus proctoring or via LockDown Browser and Monitor in our online course.*

### Assignment submissions

*Submit assignments via the Dropbox. In some cases Discussions or even a quiz will be used..*

## Course Schedule

**Provide a detailed schedule for readings, discussion posts, dropbox and exam submissions. Use a consistent due date for all activities so students become accustomed to turning in specific types of assignments on the same day and time.**

**Use example information and replace text with your own info.**

**Example***:*

*This schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students' interests and progress.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Week*** | ***Date*** | ***Topics*** | ***Assignments*** | ***Due Dates*** |
| Week 1 |  | * Introduction & Syllabus Quiz | * Introduce yourself using Discussions * Submit Syllabus Quiz | August 10 at 12:00am |
| Week 2- Chapter 1 |  | * **Fashion Trends & Fads** * The preterit tense | * Dropbox * Discussions * Student Activity Manual | August 20 at 12:00am |
| Week 3- Chapter 1 |  | * **Automobile Trends** * The Imperfect Tense * The preterit vs. Imperfect | * Dropbox * Discussions * Student Activity Manual * Chapter Test in MySpanishLab.com * Oral Assessment via Skype | xxxxx |
| Week 4- Chapter 2 |  | * **Progress and Technology** * Verbs SER, ESTAR and HABER * Future Tense | * Dropbox * Discussions * Student Activity Manual | xxxxx |
| Week 5- Chapter 2 |  | * **Professions and Activities of the future** * Subjunctive in Noun Clauses | * Dropbox * Discussions * Student Activity Manual * Chapter Test in MySpanishLab.com * Oral Assessment via Skype | xxxxx |
| Week 6- Chapter 3 |  | * **Human Rights** * indirect Commands | * Dropbox * Discussions * Student Activity Manual | xxxxx |
| Week 7- Chapter 3 |  | * **Charitable Organizations** * Direct and Indirect Object Pronouns * Personal A * Verb GUSTAR and similar verbs | * Dropbox * Discussions * Student Activity Manual * Chapter Test in MySpanishLab.com * Oral Assessment via Skype | xxxxx |
| Week 8- Chapter 4 |  | * **Personality and the person** * Reflexive Constructions | * Dropbox * Discussions * Student Activity Manual | xxxxx |
| Week 9- Chapter 4 |  | * **Discussing Personality** * Adjectives * Present Perfect | * Dropbox * Discussions * Student Activity Manual * Chpater Test in MySpanishLab.com * Oral Assessment via Skype | xxxxx |
| Week 10- Chapter 5 |  | * **Personal Relationships** * The subjunctive vs. indicative in adjective clauses | * Dropbox * Discussions * Student Activity Manual | xxxxx |
| Week 11- Chapter 5 |  | * Pe**rsonal Relationships** * The future perfect and pluperfect tenses * Comparisons with nouns, adjectives, verbs, and adverbs * Superlatives | * Dropbox * Discussions * Student Activity Manual * Chapter test in MySpanishLab.com * Oral  Assessment via Skype | xxxxx |
| Week 12- Chapter 6 |  | * **The World of Entertainment** * Subjunctive vs. indicative in adverbial clauses | * Dropbox * Discussions * Student Activity Manual | xxxxx |
| Week 13- Chapter 6 |  | * Thanksgiving * No assignments |  | xxxxx |
| Week 14- Chapter 6 |  | * **The World of Entertainment** * Subjuctive with *ojalá, tal vez, and quizá(s)* | * Dropbox * Discussions * Student Activity Manual * Chapter test in MySpanishLab.com * Oral Assessment via Skype | xxxxx |
| Week 15- |  | * Course Ends! * Everything is due! |  | xxxxx |

## Grading Criteria

**Place your grading criteria information here, use example information and replace text with your own info. If using Rubrics include these here as well.**

Each student’s participation and performance in class will be evaluated according to their performance in the course activities described below. Students are required to complete all Activities (assignments), participate in discussions and submit all written work according to the stated deadline. Attendance and participation is crucial for success in this course. College instructors expect students to spend time outside of “class” as well, through reading, writing, and studying course material.

Specifically, for every hour you are in “class” you need to study for two-to-three hours. This means working on this class material for approximately one hundred hours outside of “class”.

|  |  |
| --- | --- |
| **Written Assignments** | 10% |
| **Discussion Postings** (*postings and Participation on discussion board*) | 10% |
| **Main Course Project** | 20% |
| **Chapter exams/Midterm/Final** | 60% |

A- 90-100 points  
B- 80-89 points  
C- 70-79 points  
D- 60-69 points  
F- 59 points or less

## Course Activities

**Place your specific information about the types of activies to be graded and how they relate to the overall grading scheme of the coruse here.**

**NOTE: If proctoring exams either using Learning Services or LockDown Browser and Monitor online, then include a section about the proctoring process as well.**

**Example***:*

The course requires the submission of 5 written assignments, these are designed to help you reflect on the course material and your experiences in and outside of class. You will be using the Dropbox tool to submet your assignment. Grading rubric and directional information is presented in the Content section of the course for these activities.

You will participate in several discussion activities and interacting with your peers. Responding to peers posts is a part of your overall “Participation” grade. Detailed information on proper posting requirements and what I am looking for in a quality response is described in the Content section of the course for these activities.

There is one main project which is to be submitted at the end of the semester. The project is broken into 4 parts, with each part due on a specific date. You will utilize feedback on each of these parts to submit the final project. Project grading criteria and detailed directions are provided in the Content section of the course under the Main Project description.

Chapter Exams, midterm, and final constitutes the largest portion of your course grade. Chapter exams can be taken up to 3 times, with the highest score being the final grade. Each exam covers information presented in chapter readings as well as module materials. The Midterm and Final are taken only once.

The Midterm and Final must be proctored either in Learning Services or online using a web cam. Specific information on proctoring and schedulaing a time with Learning Services is detailed in the Content area of the course.

## Student Support

If you need assistance we offer a variety of virtual support services:

**Help Desk**

* [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
* 979-230-3366
* Visit [Helpdesk website](http://brazosport.edu/it/) to chat live and view resources.
* Campus Location: K.100

**Online Tutors**

* Visit with a [Math Tutor](https://www.brazosport.edu/mathcenter/) to schedule an online appointment.
* Visit with a [Writing Consultant](https://www.brazosport.edu/writingcenter/) to schedule an online appointment.

**Online Academic Advisor**

* 979-230-3238 or contact the department secretary at 979-230-3237
* Visit [Online Counseling Services](https://www.brazosport.edu/counseling/#counseling) website to chat live and view resources.
* Campus Location: E-Wing

**Learning Services**

* [Proctor Testing](https://www.brazosport.edu/counseling/#testing)
* 979-230-3253
* Visit [Learning Services website](https://www.brazosport.edu/counseling/#testing) to chat live and view resources.
* Campus Location:[view map](https://www.brazosport.edu/media/brazosport/admissions-amp-registration/Sp2017_ColorMap_All.pdf)

**Library**

* 979-230-3310
* Visit [Library website](https://www.brazosport.edu/library/) to chat live and view resources.
* Campus Location: F.134

**Campus Bookstore**

* [Bookstore website](http://www.brazosportbookstore.com/home)
* 979-230-3410
* [view map](http://www.brazosportbookstore.com/SiteText.aspx?id=31885)

**Distance Learning**

* [Virtual Campus Manuals & Tutorials](https://www.brazosport.edu/dl/student-manuals--tutorials/)
* [Success Tips](https://www.brazosport.edu/dl/tips-for-success/)
* [Student Guide & Calendar website](http://brazosport.edu/Guide/)
* [Online Course Tools Tour RSVP form](http://secure.jotform.us/mcconnel/rsvpvirtualtour)
* [Distance Learning website](http://brazosport.edu/DL/)
* 979-230-3436

To help you on your educational pathway, Brazosport College provides all students with access to TimelyCare. If you’re stressed, challenged, or need help, download the TimelyCare app today! It’s your free virtual health and well-being service platform, available 24/7, 365 days of the year. Search “TimelyCare’’ in your app store. Then, register with your student email to access your health care services.

Additional [support service information](https://www.brazosport.edu/dl/support-services/), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

### When Taking an Online Course

**Leave this section as is, but delete this red text.**

You are currently enrolled in an online college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has little if no face-to-face contact with either your instructor or fellow students:

* Class time ~ 360 hours
* Study time ~ 6 to 9 hours of study time per week
* Tests ~
  + weekly modules and exercises
  + be aware of quiz dates via Syllabus/Calendar/Announcements
  + if applicable, form independent study groups with peers
  + ask questions
  + quizzes may be timed
* Grades ~
  + attendance/effort does NOT count toward a grade, **LACK** of attendance will HURT you though
  + keep track of your own grades using the grad book
  + calculate your own grades to keep track of grade requirements
  + have questions about your grade ASK immediately via email (don't wait till the mid or end of the course)
* Instructors ~
  + DO not remind you of incomplete work or assignment dates
  + DO not keep attendance
* Accountability ~
  + monitor your own time
  + make your own decisions about extracurricular activities
  + practice good time management strategies
  + understand YOUR responsibilities and expectations of college
  + BE prepared
  + DON'T procrastinate
  + Understand your instructor is here to help “fascilitate” or guide your learning, it is up to you to make it happen

## Course Policies

**Leave all policy information as is, but delete this red text.**

### Attendance

**Please ensure that you are explicitly clear on your course absence policy. Students may be withdrawn by the faculty member for excessive absence, provided that this is clearly defined in the syllabus. If such a withdrawal policy is included, your syllabus should state the limit on the number of absences allowed. Please note that faculty may not withdraw students because of poor academic performance or for violations of the student code of conduct (e.g. behavioral problems, cheating, plagiarism, etc.). Any conduct violations should be reported to the Dean of Student Services.**

As per college policy, you are expected to attend classes regularly, whether they are face-to-face or online.

### Tests/Make-ups

If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date should be sufficient. All assignments must be completed to pass the course.

### Late Policy

Prompt submission of assignments and timely feedback to classmates via the Discussion area is vital to this class. Early submission allows the instructor to give you the guidance and grades you deserve. Due dates for each week are published on the course calendar at the start of the class. **Work turned in by midnight on the due date will be considered on time and will receive full credit. Work that has not been submitted by midnight on the due date will receive a zero.**

### Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

### College Policies

### View current [Student Guide & Calendar](http://brazosport.edu/Guide/) (includes Student Conduct, Honor Codes, and Academic Honesty) for detailed College Policy information.

### Online Student Conduct

* Students are expected to abide by Brazosport College's code of student conduct, including the rules applicable to online courses and student conduct in general.
* Students enrolled in distance education courses are expected to perform with the highest level of academic honesty and integrity.
* Breaches of conduct include:
  + Misconduct
  + Cheating on a Test
  + Plagiarism
  + Collusion

Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

**Academic Honesty Policy**

**Please use the following statement in your syllabus. Fill in the blank with the recommended sanctions you would impose in case of academic dishonestly, such as a zero on the test or assignment.**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in \_\_\_\_\_\_\_\_\_\_ in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

### Title IX Statement

Brazosport College faculty and staff are committed to supporting students and upholding the College District’s non-discrimination policy. Under Title IX and Brazosport College’s policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If students experience an incident of discrimination, sexual harassment, or sexual misconduct, they are encouraged to report it.

If a faculty or staff member "is informed of a student's pregnancy or related condition" by the student or "a person who has a legal right to act on behalf of the student," the employee must "promptly"tell the student or representative how to notify the Title IX Coordinator of the student's pregnancy or related conditions and must provide the Title IX Coordinator's contact information to the student or representative, unless the employee "reasonably believes" the Title IX Coordinator already knows.

While students may talk to a faculty or staff member at BC, please understand that they are “Responsible Employees” and must report what is told to them to college officials. Students can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Alex Crouse, Director of Student Life and Deputy Title IX Coordinator

979-230-3355; [alex.crouse@brazosport.edu](mailto:alex.crouse@brazosport.edu)

Brad McGonagle, Vice President, HR and Title IX Coordinator

979-230-3459; brad.mcgonagle@brazosport.edu

### Special Needs & Accessibility

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

* [Steps to Apply for Disability Services at Brazosport College](https://www.brazosport.edu/disabilityservices/new-students-requesting-accommodations/)
* **Brightspace** (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](https://www.d2l.com/accessibility/) page as well as their [Accessibility Resource Center](https://documentation.brightspace.com/EN/accessibility/-/learner/accessibility_and_navigation_intro.htm?tocpath=Getting%20Started%7CAccessibility%20and%20navigation%7C_____0) for both faculty and students.
* **The** **Virtual Classroom** (used for live presentations) and **Video Assignment** tools are produced by BONGO. Both are screen reader friendly and have a high contrast user interface, visit their [Accessibility](https://www.youseeu.com/2016/03/accessibility-youseeu/) page for additional information.
* **Zoom** is another tool used for live presentations. Accessibility features include customizable font sizes, keyboard accessibility and screen reader support. Visit [Zoom Accessibility](https://zoom.us/accessibility) page for additional information.
* **Mediasite** from Sonic Foundry and the Mediasite player is used for managing and playing faculty lecture videos. Please read the [Mediasite Content Accessibility](http://www.sonicfoundry.com/wp-content/uploads/2015/10/Mediasite-7-x-Content-Accessibility.pdf) documentation for more information on their accessibility standards and the [Mediasite Accessibility Keyboard Shortcuts](https://support.sonicfoundry.com/knowledge/article/000003992) guide.
* **YouTube Videos** may also be used in online courses. Visit [YouTube Accessibility Settings](https://support.google.com/youtube/topic/6091042?hl=en&ref_topic=6091039&vid=1-635784564180762249-3121206330) page for additional information on how to set [accessibility for YouTube on Android](https://support.google.com/youtube/answer/6087602?hl=en&ref_topic=6091042&vid=1-635784564180762249-3121206330), [turn captions on and off](https://support.google.com/youtube/answer/100078?hl=en&ref_topic=6091042&vid=1-635784564180762249-3121206330) and [use YouTube with a screen reader](https://support.google.com/youtube/answer/189278?hl=en&ref_topic=6091042&vid=1-635784564180762249-3121206330).

### Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](http://oakleaf3.brazosport.edu/bcdl/BC_Student_Privacy_Statement.pdf). For additional information related to Student Privacy contact the Registrar (979-230-3010).

### Withdrawals

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

*However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class, does not mean that you have officially withdrawn from the class.

### Copyright Policy

The [Digital Millennium Copyright Act (DMCA)](https://www.copyright.gov/reports/studies/dmca/dmca_executive.html) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources are available](http://www.educause.edu/legalcontent) for use by faculty and students including books, music, and movies. There is also [our campus library](https://brazosport.edu/students/for-students/places-services/library/) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](http://brazosport.edu/copyright" \t "_blank) for additional information and resources dealing with copyright, practices, and procedures.