# Sample Syllabus Template

## General Course Information

**Course Name:** [Enter]

**Course Number:** [Enter, e.g., HIST103, W01]

**CRN:** [Enter, e.g. 50576]

**Instructor Name:** [Enter]

**Email:** [Enter]

**Telephone:** [Enter]

**Office:** [Enter, e.g. Business Building, Room 330 (B-330)]

### Course Description

[Enter. I use the description on the Course Search on the Massasoit web page.]

### Prerequisites

### [Enter, e.g., Preparing for College Reading II (ENGL092) and Introductory Writing (ENGL098) or waiver by placement testing results or Departmental Approval.]

### Required Materials and Textbook

[Enter]

### Technical Requirements

[Enter.] *Recommended text: Computer access and strong internet connection are needed. This is a fully-online course. I believe your experience will be best on a computer or laptop. Tablets and phones are not recommended.*

*Note: I suggest you use Google Chrome, Mozilla Firefox, or Safari as your web browser. It is not a requirement, but I have found that students who use Internet Explorer (IE) run into more technical problems than other students.*

### Technical­­­­­­ Help

This is an online course in the Canvas environment. If you have any technical issues in the course site, please send me a message through the Inbox and let me know that you are having a problem. Then file a ticket in Canvas through the “Help” button.

If you ever forget your password and cannot log in, you must email the Massasoit Help Desk ([helpdesk@massasoit.mass.edu](mailto:helpdesk@massasoit.mass.edu)) and ask for your password to be reset.

### How to Contact Me

[Enter] *Recommended: Please contact me through the Canvas Inbox. You can expect a response within 24 hours and during the 8:30 A.M.– 5:00 P.M. timeframe, Monday – Friday (except holidays).* [*Instructions for sending a message through the Inbox*](https://community.canvaslms.com/docs/DOC-10574-4212710325)*.*

Office Hours and Video Meetings

[Enter]. *Example: Office Hours: Office Hours will be held each Tues at 4pm ET via videoconference. We will use the* [*videoconferencing tool Zoom*](https://zoom.us)*.*

*To attend office hours, simply* [*click the link*](https://zoom.us/j/5554764509) *to my personal Zoom meeting room. You will be taken into a Zoom meeting with me. I have enabled the “Waiting Room” feature. So, if you are not allowed into the meeting to start, it is because I am in a meeting with a different student. Just wait and I will let you into the meeting from the waiting room when I can.*

*If you cannot make Tuesdays at 4pm, I am happy to meet you at another time. Please message me through the Canvas Inbox for an appointment.*

### How the Course Works

[Enter] *Recommended: I use “Modules” to organize the course. The Modules link will be your gateway to the course and allow you to access all course content – assignments, exams, readings, and videos. Each week of this course will begin on a Monday and end on a Sunday. On Monday mornings, you will see the new online materials for that particular week become accessible. Assignments for the week will be due on Sunday night at 11.59pm.*

Time Commitment

[Enter] *Recommended for 5-week summer courses: This is a 5-week course, but it has all of the content, assignments, and requirements of a normal 15-week semester. This will be a time-consuming course. You should plan to spend 20-30 hours per week doing the course. It is my experience that students who fall behind have a difficult time catching up. My advice is to find a quiet place in your home where you can concentrate and carve out a significant amount time from your schedule for this course.*

### Course Objectives

### [Enter] This website may be useful: <https://massasoit.edu/outcomes/>]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Interaction Guidelines - Communication and Participation

*This section is really up to you, the professor. You want to tell students how you will communicate with them and how they can communicate with you. IF YOU ARE TEACHING ONLINE, YOU NEED TO USE MCCC UNION CONTRACTUAL DE-2 FORM. (SEE END OF THIS DOCUMENT.)*

How to Communicate with Me

[Enter] *Recommended: communicating with me, using Canvas Inbox is efficient and quick. If you have questions, the Inbox is the best way to contact me.*

How I Plan to Communicate with you.

[Enter] *I will communicate with you through the Canvas Inbox, Announcements, Discussion Forums, and through feedback on your assignments.*

* Canvas Inbox

[Enter] *Recommended: I may occasionally write you a message in the Canvas Inbox if I am concerned about your progress or if I need to communicate with you individually. By default, Canvas will forwarded messages from the Inbox to your Massasoit gmail address. So, please make sure to check your Canvas messages and your gmail account frequently by logging into Canvas and your email account.*

* Announcements

[Enter] *Recommended: I plan to use the Announcements to send out weekly messages about the course and to inform you of any schedule changes.*

* Discussion Forums and “Netiquette”

[Enter] Recommended: *In this course, we will utilize Discussion Forums, which is a great way to share information and get to know each other. I expect you to conduct yourself professionally and collegially in these discussion forums, treating all participants with respect.*

*Netiquette stands for Network Etiquette. It refers to proper behavior while interacting online. The golden rule of netiquette is essentially to treat people as you would want to be treated. Please be polite and considerate. Think about whether your comment could cause hurt feelings. Be careful about how your words can come across because misunderstandings can be common online.*

*Note: Include a formal Netiquette in your distance education course.*

* Feedback on Assignments

[Enter] *Recommended: I will provide feedback to you within Canvas on all assignments. Please read the feedback; doing so is a great way to learn and improve as a student. You will be able to find my feedback and follow your progress under* ***"Grades".*** *Please check your Grades at least once a week to review your submissions and see if anything is still outstanding.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Assignment Guidelines

*This section is really up to you, the professor. You want to tell students how you will grade them in the course.*

Grading Scale

*Recommended: Final grades are reported to the college using a four-point system. The following are included in the Grade Point Average (GPA):*

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | 4.0 Excellent | **C** | 2.0 Satisfactory |
| **A-** | 3.7 | **C-** | 1.7 |
| **B+** | 3.3 | **D+** | 1.3 |
| **B** | 3.0 | **D** | 1.0 Less than Satisfactory |
| **B-** | 2.7 | **D-** | .7 |
| **C+** | 2.3 | **F** | 0.0 Unsatisfactory |

*You will earn a final grade of:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A = 94-100A- = 90-93 | B+ = 87-89B = 83-86B- = 80-82 | C+ = 77-79C = 73-76C- = 70-72 | D+ = 67-69D = 63-66D- = 60-62 | F = Below 60 |

*\*Note: You can track your points and your percentages in the Gradebook in Canvas.*

Grade Breakdown

[Enter your assignments and percentages here. Exams – 50%, Discussion – 20%, Weekly Quizzes -10%, etc.]

Late Policy

[Enter] *Recommended: I do not accept late work without a doctor’s note.*

Plagiarism

[Enter] *Recommended: Plagiarism is the use of another person's work or ideas as one's own without giving appropriate credit. In short, plagiarism is intellectual theft and is, therefore, taken seriously; consequently, using the ideas or language of others in an oral, written, technical, or artistic work must be properly acknowledged and documented. The penalties for plagiarism include failure in the course, suspension, and/or expulsion. Students should review* [*Massasoit’s Student Handbook*](https://massasoit.edu/wp-content/uploads/2019/10/student-handbook.pdf) *and* [*Massasoit’s Library Resources on Plagiarism*](https://library.massasoit.edu/plagiarism) *for more information about academic dishonesty and plagiarism.*

*All work passed in must be in your own words. Cutting and pasting information from the internet or other sources is plagiarism. Plagiarism will result in a failing grade. Read the information, digest it, and in your own words answer the question. If you plagiarize an assignment, you will receive a zero for the assignment. If there are 3 cases of plagiarism, I will take your case to the Dean of Students for resolution.*

Access and Disability Resources

Access and Disability Resources (ADR) provides accommodations to students who qualify for services based on a documented disability. Students interested in accessing classroom or testing accommodations need to register with ADR, and need to have an Accommodation Letter for the current semester.  Students can contact ADR at 508-588-9100 X 1807 or by e-mail at: [adr@massasoit.mass.edu](mailto:adr@massasoit.mass.edu) for further information.

Title IX

The Office of Diversity and Inclusion at Massasoit Community College is committed to providing a safe learning and work environment for all. If you believe you have experienced discrimination, sexual harassment, sexual assault, domestic/dating violence, stalking, or retaliation, we encourage you to report it to Yolanda Dennis, Chief Diversity Officer and Title IX Coordinator, Office of Diversity and Inclusion, at 508-588-9100, x1309 or ODI@massasoit.edu. While you may talk to a faculty member, understand that as a “responsible employee” of the College, the faculty member must report what you share to the College’s Title IX Coordinator. On and off campus resources and interim measures are available to assist you. Information about both of these policies can be found at www.massasoit.edu/title-ix and www.massasoit.edu/eeo.

### Instructor Feedback

[Enter] *Recommended: As stated above, I will provide feedback to you within Canvas on all assignments. Please read the feedback; doing so is a great way to learn and improve as a student. You will be able to find my feedback and follow your progress under* ***"Grades".*** *Please check your Grades at least once a week to review your submissions and see if anything is still outstanding.*

Course Calendar

[Enter your general course calendar here. It is best to be specific as you can here.]

**Form DE-2**

**Distance Education Course**

**Interaction Plan**

This form is to be completed by the faculty of record. Students enrolled in this distance education course shall receive a copy of this completed form.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Title: | | |  | | | Faculty: | |  | | | | | | | |
| Telephone Number: | | | |  | | Office Hours: | | | | |  | | | | |
|  | | | | |  |  | | | | | | (if any) | | | |
| Mailing and/or Email | | | | |  |  | | | | | |  | | | |
| Address: | |  | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |
|  | |  | Asynchronous Course | | | | | |  | Synchronous Course | | | | | |
| Asynchronous: This form of distance education is characterized by an emphasis on “learning on demand” or “as needed communication” between students and faculty from multiple locations at times convenient to participants.  Synchronous: This form of distance education entails the use of live, two-way communication among and/or between students and faculty in a scheduled or “fixed” point(s) of time(s), much like classroom-based instruction. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **This course may include, but not be restricted to, the following interactions:** | | | | | | | | | | | | | | | |
|  | | | | | | | **YES** |  | | | | | **NO** |  | |
| 1. in person meetings | | | | | | |  |  | | | | |  |  | |
|  | | | | | | |  |  | | | | |  |  | |
| 1. telephone interactions | | | | | | |  |  | | | | |  |  | |
|  | | | | | | |  |  | | | | |  |  | |
| 1. electronic interactions (email, internet …) | | | | | | |  |  | | | | |  |  | |
| If yes, dates, times, places are to be specified. | | | | | | | | | | | | | | | |
| **Students are required to engage in the following interaction(s) for successful completion of this course:** | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |