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# COURSE SYLLABUS

**Campus Name:** Ankeny Campus (Online Course)

## Course Information

**Date Syllabus Created and/or Revised:** 3/23/2021

**Days & Time & Location:** Online

**Study Expectations/Tips:** First, sign in to Blackboard and check the Announcements and Course Content several times a week. *Check your DMACC email at least twice a week!* If you have any problems, please contact the instructor or Tech Support immediately. To do well in this class, read/watch the assigned materials and submit graded activities in the required format by the due date. The content of this course builds upon itself throughout the semester and culminates in a final project. Consequently, it is important to understand early concepts, since they are the building blocks for later concepts. Participate in course discussions (and other opportunities) to engage in a substantive manner with your peers. Contact the instructor as soon as possible if you feel you are getting behind on the course material – we want you to succeed! Lastly, take advantage of extra credit opportunities!

### Textbooks & Materials

**Technology Needs:** You should have Internet access, access to a desktop or laptop computer with browsers such as Google Chrome or Mozilla Firefox, and a computer camera/microphone to attend virtual office hours via Blackboard Collaborate Ultra. Other devices, such as tablets, should have these same capabilities.

**Software Applications:** Material in this class is presented in Microsoft Word and PowerPoint. Microsoft Office365 is available through the *myDMACC* portal. Some material will be in PDF files.
Software notice: “All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College.”

**Blackboard:** Blackboard tutorials are available on DMACC’s Online Learning website at <https://www.dmacc.edu/online/pages/tutorials.aspx> and in the *Blackboard Basics for Students* course in Blackboard. If you require assistance, please contact Tech Support at 515-965-7300 (1-800-362-2127 ext. 7300), techsupport@dmacc.edu, or <https://www.dmacc.edu/helpdesk/>. Use the Browser Test in Blackboard on the Institution Page to ensure you meet the minimum system requirements.

### Course Policies

**Attendance/Participation:** You are expected to participate in online class discussions and activities in a consistent and timely manner. Your grades will reflect your level of participation. You are expected to log in to Blackboard regularly (at a minimum of twice a week). If you do not log into the course *and participate* within the first two (2) weeks of class, you will be reported as “never attending” (“NA”) and subsequently dropped from the course.

**Grading Criteria:** All assignments, activities, project, and quizzes will be located within weekly folders in the “Course Content” area of the course. Grades, feedback, and rubrics can be found in the “My Grades” area.

* Quizzes (XX total, worth XY points each, YYY points total)
* Discussion Boards and Journals (XX total, worth 10 points each, YYY points total)
* Project (XX points total)
	+ *You must complete and submit the project to pass the class!!*

| **Grade** | **Percentage** | **Grade** | **Percentage** |
| --- | --- | --- | --- |
| A | 93 – 100% | C | 73 – 76% |
| A- | 90 – 92% | C- | 70 – 72% |
| B+ | 87 – 89% | D+ | 67 – 69% |
| B | 83 – 86% | D | 63 – 66% |
| B- | 80 – 82% | D- | 60 – 62% |
| C+ | 77 – 79% | F | 0 – 59% |

**Discussion Board Requirements:**

**Initial Posts:** Use an academic tone in your writing: proofread, use formal language, no spelling or grammatical errors, no text message abbreviations/acronyms, etc. For each discussion board, follow the instructions carefully when writing your initial post/thread. In most of the discussions you will not be able to read what others have posted until after you have submitted your initial post. Your initial post/thread must have substance and support your position. Initial posts are due by Thursday at 11:59PM Central.

**Replies:** You are required to reply to at least two of your peers (unless otherwise noted in the instructions). Your replies should be constructive and further develop/continue the discussion. Simply replying "I agree" or “Great post” does not count. Consider what else you can offer as insight based upon your own knowledge, skills, and experience. Think about how you can help your classmates gain perspective while applying the course concepts in the discussion. Use the “Quote” button to reply so the author, date, subject, and content of the original post is included below your reply.

Do not reply to the same two students each week; try to select someone who has not yet received two replies, so you eventually engage with all of your classmates. Do not make insulting or inflammatory statements. Be respectful of different ideas and experiences. Replies are due by Sunday at 11:59PM Central (unless otherwise noted in the instructions).

**Classroom Conduct:** <https://www.dmacc.edu/handbook>
Due to the nature of this class, controversial topics may/will be discussed. A respectful and appropriate environment is expected at all times. Posting or displaying inappropriate material in the course, being disrespectful, or making any type of threat toward anyone (students, professors, staff, etc.) will result in immediate removal from the course. Conduct violations will be reported to the DMACC Judicial Officer.

Please ensure all your communications (assignments, emails, chats, discussions, etc.) are respectful and contribute to the course in a meaningful way. Use appropriate tone, language, grammar and spelling at all times. Review the “Core Rules of Netiquette” found at <https://www.dmacc.edu/online/Pages/students.aspx> for clarification. If you have any questions or concerns regarding any communication in this class, contact your instructor immediately. All students have the right to feel comfortable and safe.

**Late Assignments:** Graded activities should be submitted by the due date. Late submissions will not be accepted. Contact the instructor immediately if you have extenuating circumstances. No late submissions will be accepted after the term ends.

**Extra Credit:** There will be occasional opportunities for students to receive extra credit. Information will be posted in the “Announcements” section on Blackboard, so check them often. Extra credit opportunities will only be accepted through the designated due date. The maximum amount of extra credit any student can receive is 5% of the total grade.

**Academic Misconduct and Plagiarism:** DMACC’s Academic Misconduct Policy (ES4670) prohibits plagiarism; falsification; unauthorized collaboration during an exam, project, or assignment; or the misrepresentation of identity by a student or individual to complete an exam, course, or project. Plagiarism is defined as presenting someone else’s work or ideas as your own by including it into your work without citing the original author’s work. Academic Misconduct may be intentional or unintentional in nature. Academic Misconduct may result in sanctions for the student. Sanctions are issued based on the severity and nature of the misconduct. It is the student’s responsibility to become familiar with and follow DMACC’s Academic Misconduct procedure at this link: [https://www.dmacc.edu/student\_services/int/Procedures/ES4670 Final.pdf](https://www.dmacc.edu/student_services/int/Procedures/ES4670%20Final.pdf). Work that violates these values is incompatible with the goals of this class and will not be tolerated. Students who are found responsible for a violation of the Academic Misconduct Policy will receive a grade of zero (0) for the assignment. A second violation of this policy will result in dismissal from the class and an “F” for the course grade. Students have the right to appeal and may do so by following the procedures described in the Academic Misconduct policy.

**Academic Integrity:** <https://www.dmacc.edu/learntocite/Pages/welcome.aspx>
Academic integrity, based on the values of honesty, trust, fairness, respect, and responsibility, is a fundamental principle of scholarship at DMACC.

## DMACC Information

**Academic Calendar:** https://www.dmacc.edu/students/pages/academiccalendar.aspx

**Add/Drop Dates:** <https://www.dmacc.edu/registration/pages/add_drop.aspx>

**Refund Policy:** <https://www.dmacc.edu/registration/pages/refund.aspx>

**DMACC** **Bookstore:** <https://www.dmacc.edu/student_services/bookstore/pages/welcome.aspx>

## Course Schedule

The course schedule is fluid and subject to change (it will be changed if/as necessary to meet the needs of the students). You will be notified of any changes in the “Announcements” area of this course. If at any time you have questions about any updates or changes, please contact the instructor.

*NOTE: Each week begins on a Monday and ends on a Sunday. All assignments for the week are due by the end of that week at 11:59PM Central.*

| **Week Start Date** | **Assignments** | **End/Due Date** |
| --- | --- | --- |
| Week 108/22/2019 | Review – Blackboard training materials and videos Review – APA FormattingDiscussion – Class IntroductionsAssignment Rules & APA Formatting Quiz | 08/25/2019 |
| Week 208/26/2019 | Read – Chapter XXWatch – Video TitleDiscussion – Title (X points)Journal – Title (X points)Assignment – Title (X points)Test – Week 2 Quiz (X points) | 09/01/2019 |
| Week 309/02/2019 | Read – Chapter XX…Test – Week 3 Quiz(X points)**Project/Paper: Selection Due** | 09/08/2019 |
| Week 409/09/2019 | (Extra Credit) Survey – Week 4 Course Survey (2 points) | 09/15/2019 |
| Week 509/16/2019 |  | 09/22/2019 |
| Week 609/23/2019 |  | 09/29/2019 |
| Week 709/30/2019 |  | 10/06/2019 |
| Week 810/07/2019 |  | 10/13/2019 |
| Week 910/14/2019 |  | 10/20/2019 |
| Week 1010/21/2019 | **Paper/Project: Outline Due** | 10/27/2019 |
| Week 1110/28/2019 |  | 11/03/2019 |
| Week 1211/04/2019 |  | 11/10/2019 |
| Week 1311/11/2019 |  | 11/17/2019 |
| Week 1411/18/2019 |  | 11/24/2019 |
| Week 1511/25/2019 |  | 12/01/2019 |
| Week 1612/02/2019 | **Final Paper/Project Due**(Extra Credit) Survey – Week 16 Course Evaluation Survey (2 points) | 12/08/2019 |
| Finals12/09/2019 |  | 12/12/2019 |