

Course Design Template

(Revised November 2017)

The top section on Moodle must include the following:

- Course name and description
- Instructor contact information (must be visible or a single document)
- Start Here (Must be a visible stand-alone document)
 - Start Here document must include all important information to your course and to get the online student started in your course)
- **Syllabus** (Must be a visible stand-alone document; PDF is recommended)

Course must also include:

- Course must be broken down in separate sections that coincide with your lessons. These can be called **modules**, sections, chapters, weeks, etc.
- Visible due dates
 - Your course should have one main document that lists all of the due dates for the class and/or have due dates clearly listed under each module
- **Exams and assessments** should be easy to find and distinguishable from other course content. These could be all in one "topic" or within each chapter/module.

(See below for two examples)

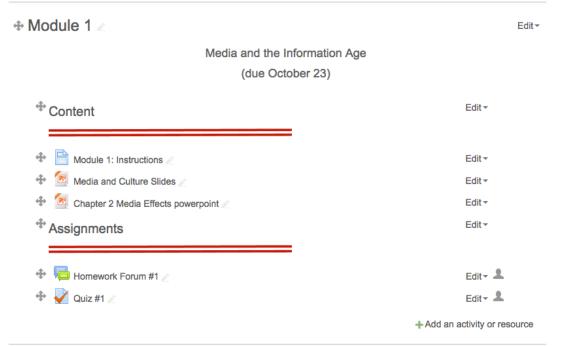
Welcome to Mass Communication 101 2

MACO 101: Survey of Mass Communication

XB1 (Online October 16 to December 13) - Fall 2017

Dr. Andrew Simoncelli

	Edit ▼
🕂 📕 START HEREI: Essential Course Information 🧷	Edit -
💠 🔟 Syllabus- Fall Term B 🧷	Edit -
Textbook: Understanding Media and Culture: An Introduction to Mass Communication	Edit -
💠 📄 Instructor Contact Information 🖉	Edit -
💠 📄 Support Staff Info 🖉	Edit -
💠 📄 Forum Instructions 🖉	Edit▼
🕂 📮 Class Introduction 🧷	Edit-
🕆 √ Scavenger Hunt 🖉	Edit -
	+ Add an activity or resource



Example 1:

Top of Page with first sections: Class Information and Module 1

Includes Introduction and Scavenger Hunt. Assessments fall under each Module and are separated by lines.

+ Add an activity or resource

MKTG360 - CONSUMER BEHAVIOR

XB1 (Online Oct 16- Dec 13) - Fall 2017

Dr. J Robert Field

email - j.field@nicholls.edu (PREFERRED METHOD OF CONTACT)

office phone - 985-448-4181

office location - 309-B Powell Hall

class schedule: MKTG300 3T

MKTG360 5T

MKTG490 2T

MKTG360 XB1 (NSU ONLINE Oct 16 - Dec 13)

office hours - Tuesdays: 8:00-9:00 AM & 3 - 5:00 PM; Wednesdays: 9:00 AM - 12:30 PM Thursdays: 8:00-9:00 AM & 3:00 - 5:00 PM other office hours/time available by appointment only

START HERE / READ THIS FIRST

MKTG 360 XB1 COURSE SYLLABUS F17

- Exam Proctoring Policy
- Proctor U How it works
- ProctorU Test Taker Handout

Chapter Summaries - Audio Files (8th Edition)

Student Power Point (7th Ed)

WEEK OF OCT 16

DUE THIS WEEK: Chapters 1-3

10/20 - Friday by 5 PM Introductory Autobiography.

10/22 - Sunday by 5 PM Quizzes Chapters 1, 2, 3.

REVIEW of MKTG 300
ANSWERS TO MKTG 300 REVIEW
INTRODUCTION / AUTOBIOGRAPHY
QUIZ CH1

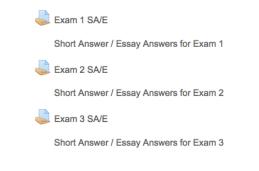
Example 2a:

Top of page with first sections: Class Information and Week 1. Instructor information is all listed on main page and not in document. Important policies are pulled out of syllabus and included on main page.

DEC 11 - 16
DUE THIS WEEK: NOTHING
12/14 - ALL GRADES DUE BY 9AM
12/16 - GRADUATION / COMMENCEMENT
12/20 - UNIVERSITY CLOSES AT 4:30 PM UNTIL NEXT YEAR !

ASSIGNMENT UPLOADS

ALL ASSIGNMENTS (EXCLUDING DISCUSSION BOARD POSTS) ARE TO BE UPLOADED IN THIS AREA.



ONLINE EXAM AREA

INSTRUCTOR PREP AREA is not available

Example 2b Assessments.

Example 2b has a section dedicated to Assignment Uploads; while Example 1 included the Assessments within each module. Both are acceptable as long as they sections are clear and include due dates.