

# 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 [↗](#)











Edit ▾

MACO 101: Survey of Mass Communication  
XB1 (Online October 16 to December 13) - Fall 2017  
Dr. Andrew Simoncelli

[+ Add an activity or resource](#)

## ✚ Class Information [↗](#)

Edit ▾

- ✚  [START HERE!: 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](#)

## ✚ Module 1 [↗](#)

Edit ▾

Media and the Information Age  
(due October 23)

- ✚ **Content** Edit ▾

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- ✚  [Module 1: Instructions \[↗\]\(#\)](#) Edit ▾
- ✚  [Media and Culture Slides \[↗\]\(#\)](#) Edit ▾
- ✚  [Chapter 2 Media Effects powerpoint \[↗\]\(#\)](#) Edit ▾
- ✚ **Assignments** Edit ▾

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- ✚  [Homework Forum #1 \[↗\]\(#\)](#) Edit ▾ 
- ✚  [Quiz #1 \[↗\]\(#\)](#) 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.

**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)





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## 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.

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DEC 11 - 16

**DUE THIS WEEK: NOTHING**

**12/14 - ALL GRADES DUE BY 9AM**

**12/16 - GRADUATION / COMMENCEMENT**

**12/20 - UNIVERSITY CLOSING AT 4:30 PM UNTIL NEXT YEAR !**

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## ASSIGNMENT UPLOADS

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



Exam 1 SA/E

Short Answer / Essay Answers for Exam 1



Exam 2 SA/E

Short Answer / Essay Answers for Exam 2



Exam 3 SA/E

Short Answer / Essay Answers for Exam 3

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## ONLINE EXAM AREA

INSTRUCTOR PREP AREA is not available

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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.