**(Course Name and Number & Section)**

**(Course Title As it Appears in Bulletin)**

**(Semester)**

**Instructor name**:

**Office location**:

**Phone number**:

**Email**:

**Office hours (physical)**:

**Office hours (virtual)**:

**Course Materials**

**Required Text and Other Materials:**

**Moodle**

The majority of this course will take place in the learning management system, Moodle. Recommended minimum browser for Moodle includes Firefox or Google Chrome. The best browser suggestion is to use the latest version of your chosen browser. The URL is <http://moodle.nicholls.edu/moodle> . Enter your Username and Password. Your username is the first part of your Nicholls’ email address before the “@” sign. Your password is your N number; you must use a capital N.

**Additional Hardware and Software Requirements:**

**Course Description**

**Course Description: (as it appears in the Bulletin)**

**Student Outcome Objectives:**

**Methods of Evaluation:** (An explanation how the final grade will be determined: relative worth of various requirements)

**Attendance Policy:**

**Make-up Procedure:**

**Due Dates:**

**Proctoring of Exams (If you are going to use ProctorU)**

This class will be using ProctorU for X# of your exams. You are required to sign up with ProctorU and take these exams. ProctorU uses your webcam to monitor your test taking. All you need is a webcam with a microphone and a reliable, high-speed internet connection.

Taking exams with ProctorU is a simple, three-step process. Your live proctor will make sure you are ready and help you begin. You can sign up now at no cost and have your equipment tested out by going to this link: <http://www.proctoru.com/portal/nicholls/>

The cost for you to use ProctorU is around $15 per test for a total of (estimate amount here) for this class. If you prefer to take the exam on campus at Nicholls testing center you have that option (<http://www.nicholls.edu/testing/>)

The purpose of using ProctorU is to ensure academic honesty in the Nicholls Online courses. It will enhance the validity and learning experience of the course and the degree which you will receive from Nicholls State University.

**Grading Procedure and Scale:**

**Assignments:**

**Grading Scale**

***A =*** *(100-90%)*

***B =*** *(89-80%)*

***C =*** *(79-70%)****D =*** *(69-60%)*

***F =*** *(50-0%)*

**Academic Misconduct**

**Academic Honesty Policy**

It is especially important that students understand how to avoid plagiarism before enrolling in a course. Academic dishonesty will be dealt with severely. All proven or suspected cases of cheating, plagiarism, purchased papers, borrowed papers, work copied from the Internet, and any other act deemed dishonest will be reported to the Academic Integrity Committee (AIC) of the college in which the course is offered for permanent record keeping and disciplinary action.

Records of academic dishonesty will be maintained in the Office of Academic Affairs.  If a student is recorded as a multiple offender (more than one listing in the data file) of the academic honesty policy, the student will be brought before the Academic Affairs Integrity committee for review as written in the *Code of Student Conduct.*

**Multiple cheating offenses:**

Section Five of the Code of Student Conduct, ‘Academic Dishonesty and Disruptive Behavior,’ includes a requirement that faculty file a charge complaint statement with their respective dean whenever a student is confronted or disciplined for cheating. The Office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiple offenses of academic dishonesty will be brought before the Academic Affairs Integrity Committee for further review and potential sanctions. Please read the Code of Student Conduct for further details regarding this policy."

**Nicholls Online Honor Code**

By enrolling in an online course, I agree that I will:

* Complete all assignments, exams and other assessment activities with my own work and only my own work (unless otherwise permitted by instructor). I will not submit the work of any other person.
* Maintain only one user account and not allow anyone else to use my username and/or password.
* Not engage in any activity that would dishonestly improve my results, or improve or hurt the results of others.
* Not post answers to problems, assignments or exams that are being used to assess student performance.
* Follow all codes of student conduct as specified in the published *Code of Student Conduct.*
  + [*https://www.nicholls.edu/sja/student-conduct-handbook/*](https://www.nicholls.edu/sja/student-conduct-handbook/)

**Academic Grievances:**

The proper procedure for filing grade appeals or grievances related to academic matters is listed in the Code of Student Conduct and at the following link: *<https://www.nicholls.edu/sja/student-conduct-handbook/>*

**Civility Policy and Netiquette: (Include this section if you wish)**

**Continued Learning Following an Extreme Emergency**

**Students are responsible for:**

* reading regular emergency notifications on the Nicholls.edu website;
* knowing how to use and access Moodle (or university designated electronic delivery system);
* being familiar with emergency guidelines;
* evacuating textbooks and other course materials;
* knowing their Moodle (or designated system) student login and password;
* contacting faculty regarding their intentions for completing the course.

**Faculty are responsible for:**

* their development in the use of the Moodle (or designated) software;
* having a plan for continuing their courses using only Moodle and email;
* continuing their course in whatever way suits the completion of the course best, and being creative in the continuation of these courses.

**Student Support Services**

Technical Problems

If you are having problems with the technology involved in this course, you can either e-mail the instructor or [itsupport@nicholls.edu](mailto:itsupport@nicholls.edu)

Grievance

If you have an issue relating to the instructor or your fellow classmates, you can follow the procedures set up in the Code of Student Conduct. This document and the Student Academic Grievance Form are located at <http://www.nicholls.edu/sja/>

Library

The Library Home Page has a link to a specific webpage dedicated to distance education students. This webpage contains tutorials on accessing the library from home, finding and using electronic books, using the electronic research databases, emailing a reference librarian, and other useful information. The page also offers a direct contact with reference librarian through e-mail or telephone. <http://www.nicholls.edu/library/>

Counseling

Nicholls Counseling Center provides professional assistance for students dealing with a range of mental health, wellness, and adjustment issues through individual, couple, and group counseling; consultation; and various forms of outreach, you can go to the following website <http://www.nicholls.edu/counseling/>

Disabilities

The Student Access Center acts as a liaison between students and faculty to facilitate the provision of accommodations as per Americans with Disabilities Act. [https://www.nicholls.edu/student-access-center/](https://www.nicholls.edu/student-access-center/" \t "_blank).

Career Services

Career Services offers placement assistance for students and alumni for temporary and permanent part-time and full-time employment and internships in addition to professional coaching in resume writing, interviewing, and dressing for success. <http://www.nicholls.edu/career/>

Tutoring

The tutoring center on campus offers services to online students and provides resources that students can access from their own home: <https://www.nicholls.edu/academic-services-center/tutorial-and-academic-enhancement-center/>

**ETC:**

**Tentative Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Module** | **Assignments** |
| Week 1 |  |  |
| Week 2 |  |  |
| Week 3 |  |  |
| Week 4 |  |  |
| Week 5 |  |  |
| Week 6 |  |  |
| Week 7 |  |  |
| Week 8 |  |  |

**Drop Date:** The last day to drop a course with a “W” is: