Online Course Prefix and Number:  Course Title
Semester/Term
Credit Hours

Instructor:  
Office:  Instructor’s Building & Office Number  
Office Hours:  Date/Time of Office Hours  

Course Delivery:  Online  
Phone:  Instructor’s office phone number  
Email:  Instructor’s email address  

COURSE OVERVIEW

Prerequisites:  Include any course prerequisites.

Course Description:  Include the course description from The Citadel Course Catalog.

Course Goals: (optional), Expand upon the catalog description to identify in greater detail the purpose or rationale for the course, its overall “concept” or “trajectory,” how it fits into, supports, and/or reflects its relevant academic discipline, and/or to identify the major topics the course will address, etc. In other words, use this section to “sell” your course to your students and to get them excited about what they will learn.

Course Learning Outcomes:  Faculty are required to have course-level outcomes/objectives on their syllabus. Using Bloom’s Taxonomy, identify approximately six to nine measurable and specific learning outcomes (objectives) students will be able to do by the end of the course.

Example: Explain the origins of our modern journalism and its counterpart, propaganda, and gain tools to tell the difference.

Required Textbook/Materials:  Identify mandatory course texts, websites, resources, preferably in the citation style appropriate to the course’s academic discipline (i.e. – APA, MLA, Chicago, etc.)

Recommended Textbook/ Materials:  (optional)

Online Course Requirements
- Computer
- Reliable Internet connection and software (DSL, LAN, or cable connection desirable)
- Access to Canvas
- Webcam
- Scanning (possibly with a smartphone)

Course Format:  Identify the primary means of instruction for use in the course: online using lecture, facilitated discussion, group work, fieldwork, lab work, etc.

Course Structure: This course will be delivered entirely online through the Citadel’s Learning Management System, Canvas. You will need your Citadel login and password to login to the course from the Canvas home page (https://citadel.instructure.com).

Technical Assistance:  If you need technical assistance at any time during the course or to report a problem you can:
• Email the Center for Excellence and Innovation in Teaching, Learning, and Distance Education (CEITL &DE) at ceitlde@citadel.edu
• Visit the Canvas tutorials found in your Citadel Online Student Resource course, or visit the HELP MENU in your course navigation bar

COURSE RESOURCES

Writing/Tutoring Assistance: (optional) You may wish to include a statement that addresses the availability of student support services, as they apply to your course.

Example: I strongly encourage you to visit the Writing Lab and Tutoring Center (in the Student Success Center in Thompson Hall), which offers one-on-one and group tutoring and consultations for students working on writing assignments.

Canvas /Citadel’s Approved Learning Management System: Over the course of the semester, I may post reading notes, lesson plans, discussion prompts, self-guided lectures, grades, and other administrative information on the course Canvas site. Students must check Canvas each lesson for pertinent updates and other critical information.

COURSE POLICIES, EXPECTATIONS, AND REQUIREMENTS

Updated Contact Information: Students must update contact information at the start of each semester to ensure instructor-student communication outside of Canvas.

Course Material: Course material is for the sole use of students currently enrolled in the course and not for redistribution to electronic file sharing sites (share drives, Course Hero, etc.).

Disability Policy: The Citadel complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request through Services for Students with Disabilities in the Student Success Center (117 Thompson Hall, 843-953-6877) to verify their eligibility and to identify appropriate accommodations. Students should speak to their professor and also make requests for academic accommodations to Services for Students with Disabilities so we can ensure these accommodations and facilitate student success. If you have an immediate access need, please reach out to your faculty immediately in person, via email, or during office hours. Students with short-term disabilities, such as a broken arm, can often work with instructors to minimize classroom barriers. In situations where additional assistance is needed, students should contact the Services for Students with Disabilities as noted above. Please know that accommodations are not retroactive, so avoid any delays.

Title IX: Sexual Misconduct in higher education is pervasive, and no institution is immune to the harm caused by sexual assault, dating and relationship violence, sexual harassment, and stalking. The Citadel takes allegations of sexual misconduct seriously and encourages you to learn more about your rights as a student, reporting options, and support available to you at The Citadel and in the surrounding community. Please contact the Title IX Coordinator at (843) 953-6881 | vmercado@citadel.edu with any questions or visit the Title IX Website at https://www.citadel.edu/root/title-ix for more information.

Accessibility and Privacy Statements: The Citadel is committed to safeguarding and maintaining the privacy of students’ personal information. For a list of technologies that may appear in our online courses along with accessibility statements and privacy policies please click the following link: https://go.citadel.edu/ceitl/accessibility-privacy-statements-for-course-technologies/.
Weather & Campus Emergencies: In case of adverse weather, or other campus emergencies, critical information will be posted on the Bulldog Alert homepage, as well as pushed to email addresses and phone numbers of those people who have updated their contact information within the Bulldog Alerts section of the Lesesne Gateway. If you have not yet updated your contact information In Lesesne Gateway, you should do so immediately.

Continuity of Instruction (COI): During a pandemic or catastrophic event, and after all face-to-face instruction has been suspended, communication for our class will continue to take place through Citadel email and Canvas. In the event of such an emergency, check your Citadel email account and Canvas course announcements for instructions.

Virtual Conferencing: Zoom may be used as the virtual conferencing platform in this class. Your participation in live Zoom sessions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. The use of all recordings will be in keeping with The Citadel’s Privacy Policy.

Zoom Expectations: If you do not follow these expectations, you may be removed from the Zoom meeting and marked as absent.
1. Cameras must be on, and you must remain in view during the Zoom sessions. Classes may be recorded, conduct yourself appropriately.
2. Remain on mute while your professor and/or classmates are speaking.
3. Class materials (books, notes, etc.) should be out and accessible throughout the class.
4. Honor Code and Code of Conduct apply even in the virtual environment.
5. Taking photos, screenshots, or recordings during class is prohibited.
6. Uniform or the appropriate attire is required at all times.
7. All classroom norms and rules apply when in a Zoom meeting. No sleeping, eating, leaving the virtual meeting without permission, being on your phone, playing video games, working on another class, etc.
8. Electronic backgrounds on your Zoom platform must be appropriate and you cannot have any inappropriate items behind you in the room while on a Zoom meeting.

Email: I will use Canvas to send emails to your Citadel email account. Please check your Citadel email at least once daily. Assignments will not be accepted via email, all work must be submitted in Canvas.

Discussion Forums: Discussion Forums are a way for you to engage with each other about the course content. Each lesson module will have a question that links to a forum. You can also access each forum by clicking on the Discussion Board link in the course navigation menu. In order to get full credit for each discussion, you will need to post a thoughtful, well-written response to the prompt and follow the criteria outlined on the forum rubric.

Virtual Office Hours: (optional, but recommended) Twice a week I will be available for virtual office hours on...

Attendance Policy: Distance education (online) students are subject to The Citadel’s attendance policy. Attendance in a distance education (online) course is defined by active participation. Logging into Canvas does not qualify as sufficient evidence of attending as per federal financial aid guidelines, and nonattendance may affect financial aid and/or veterans’ benefits. Completion of tests, submission/completion of assignments, and participation in discussion forums are activities used to document enrollment. (Note: logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement). Students who have not documented enrollment and participation by the end of the official drop/add period will be administratively dropped from the roll as “never attended.” Students who fail to maintain active participation throughout a distance education
(online) course also may be administratively dropped after the official add-drop date without the possibility of reimbursement. For this purpose, an unexplained absence from the course for more than two weeks is considered “non-participation.”

**Code of Conduct:** Responsibility for professional conduct rests with students as adult individuals and as members of The Citadel community. CGC students and cadets are expected to conduct themselves as responsible adults. All members of the campus community are expected to use reasonable judgement in all aspects of campus life and activity and to show due concern for the welfare and rights of others. Students are expected to adhere to all federal, state, and local laws. The Citadel protects freedom of action and speech, so long as the exercise of this freedom is not of an inflammatory or demeaning nature and does not interfere with the operation of the College. The Citadel’s Conduct Policy prohibits the possession of drugs, destruction of property, making false statements of emergency situations, physical or verbal abuse, or harassment of any sort. Students who violate the rules and regulations of The Citadel are subject to expulsion or lesser sanctions. These rules and regulations are published in “Regulations for Non-Cadet Students for Fall and Spring Semester And All Students, Including Cadets, for Maymester or Summer School,” which can be found online at: [http://www.citadel.edu/root/images/cgc/cgc_catalog/cgc-academic-catalog.pdf](http://www.citadel.edu/root/images/cgc/cgc_catalog/cgc-academic-catalog.pdf)

**Academic Integrity Statement:** Students will submit only their own work for evaluation in this course, except as appropriately documented. All rules and stipulations of The Citadel’s Honor Manual and Honor Code apply to this course, including its definitions and policies related to cheating, lying, stealing, and non-tolerated. Cheating or evidence of academic dishonesty on any work submitted for evaluation will result in an "F" for both the assignment and the course. To ensure academic integrity, you must abide by both the letter and spirit of all honor, documentation, and citation requirements. Plagiarism in any form is unacceptable, as it fails to meet any standard of academic work. It is your responsibility to read and understand what constitutes intentional and negligent plagiarism. Plagiarism, intentional or negligent, may be referred to as an honor violation. The complete Honor Manual may be found at: [https://krausecenter.citadel.edu/leadership-ethics/honor-committee/](https://krausecenter.citadel.edu/leadership-ethics/honor-committee/) and the Honor Code can be found in the CGC Course Catalog: [http://www.citadel.edu/root/images/cgc/cgc-academic-catalog.pdf](http://www.citadel.edu/root/images/cgc/cgc-academic-catalog.pdf)

Content generated by Artificial Intelligence (AI) third-party services or sites (AI-generated content) without proper attribution or authorization is considered a form of plagiarism.

**Complete Assignments:** All assignments and discussions for this course will be submitted electronically through Canvas. Assignments and discussions must be submitted by the given deadline or special permission must be requested from the instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances. Late or missing assignments and discussions will affect the student’s grade.

**Missed or Late Work Policy:** Clearly articulate the department’s or instructor’s policy for evaluating late submissions and penalties for and/or how to make up missed assignments.

**Assignments:** Identify major graded activities, assignments, and/or requirements, their point/percentage distributions in relation to the overall course grade, and how they support one (or more) of the course learning outcomes. You may also want to identify the learning outcome(s) by number in parentheses beside the course requirement.

**Course Grades:**
Identify the number of points and/or weights for weighted grading for each assignment, project, test, etc.

**Grading Scale:**
Undergraduate Grading Scale
A= 90-100%
B= 80-89%
C= 70-79%
D= 60-69%
F=90 and below

Graduate Grading Scale
A= 90-100%
B+= 87-89%
B=80-86%
C+= 77-79%
C=70-76%
F=69 and below

COURSE SCHEDULE

Note: Schedule subject to change. Additional reading/activities will be assigned as needed.

Assignments

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<th>Week</th>
<th>Topic</th>
<th>Outcomes/Standards</th>
<th>Activities</th>
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