SYLLABUS

**EDXX**

*Course Title*

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **INSTRUCTOR INFORMATION**

**Instructor:**  
**Office:**   
**Office Hours:**

Do not hesitate to send me an email if we need to talk so we can agree on a convenient time for a phone call, virtual session, or a meeting.

**Office Telephone:**   
**E-mail:**

**Term**

**Meeting Times and Location**

**Response Time:**

Generally, I will respond to emails within **XX hours** of receiving them. If I plan to be away from my computer for more than a couple of days, I will let you know in advance. Any technical questions can be referred to Blackboard Support. I will update the grades each time a grading session has been complete—typically **X** **days** following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

## Course Description and Prerequisites

This course …

# Textbook and/or Resource Material

REQUIRED TEXT

## Recommended Texts & Other Readings

# college of education and p-16 integration program policies

## Learning Objectives/Outcomes for the Course

## Program Student Learning Outcomes

1.

2.

3.

## state or national standards

* Standard I:
* Standard II
* Standard III:

## course objectives

Cognitive

* The teacher candidatemajor requirements, demonstration of mastery and evaluation

*The table below should include alignment to standards relevant to the program. The columns below are used as examples*

Assignments identified as key assessments will be submitted and scored in Tk20 with the EPP-approved rubric.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Objectives** | **Program SLOs** | **Texas Teacher Educator Standards** | **InTASC Categories** | **CAEP Standards** | **ISTE** | **Discipline / SPA / Other required standards** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# TECHNICAL REQUIREMENTS

**Computer Hardware**To participate in this course, you should have easy access to a computer less than 5-years old with high-speed internet connection via cable modem, LAN or DSL. To ensure you are using a supported browser and have required plug-ins please refer to [Supported Browsers, Plugins & Operating Systems for Blackboard Learn](http://kb.blackboard.com/pages/viewpage.action?pageId=72810639) from Blackboards resource page.

**Student Technical Skills**You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

**Software**Mozilla’s [Firefox](http://www.getfirefox.com) (latest version; Macintosh or Windows)   
Google [Chrome](https://support.google.com/chrome/answer/95346?hl=en) (latest version; Macintosh or Windows)  
Adobe’s [Flash Player & Reader](http://www.adobe.com/downloads/) plug-in (latest version)  
Apple’s [QuickTime](http://www.apple.com/quicktime/download/) plug-in (latest version)

**Project Software –** Optional

## Blackboard Support Contact Information

If you need Blackboard support at any time during the course or to report a problem with Blackboard you can:

Visit the Blackboard [Student Help Site](http://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student)

**UTRGV’s Blackboard Support:**

| **Brownsville Campus**  Location: Rusteberg Hall  Room 108  Phone: 956-882-6792 | **Edinburg Campus**  Location: Education Complex  Room 2.202  Phone: 956-665-5327 |
| --- | --- |

**Hours of Operation**

Office: Monday - Friday, 8:00 a.m. - 6:00 p.m.

Phone: 24/7 COLTT Help Desk - 844-897-9260

Online: Submit a help request via [Create Case](https://utrgv.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=utrgv)

# COURSE description and prerequisites

**Course Structure:**

The instructional methods of this course will include…

.

## ASSIGNMENTS

# Grading policies

State the course grading policy. Include graded assignments, weighting, and how late work will be treated. All major graded assignments should be described, at least briefly. UTRGV’s grading policy is to use straight letter grades (A, B, C, D, or F).

## Letter Grade

A = 90-100%

B = 80-89%

C = 70-79%

D = Below 69%

| **ASSIGNMENTS** | **Weight** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | 100% |

## Calendar of Activities

Include in this section a table or list that provides information for students regarding important dates, assignments or activities. The UTRGV academic calendar can be found at <https://my.utrgv.edu/home> at the bottom of the screen, *prior to login*. Some important dates for spring 2018 include:

|  |  |  |
| --- | --- | --- |
| January 16 |  | First day of classes |
| January 19 |  | Last day to add a course or register for spring 2018 |
| March 12 – 17 |  | SPRING BREAK – NO classes |
| March 30 – 31 |  | EASTER HOLIDAY – NO classes |
| April 12 |  | Last day to drop a course; will count toward the 6-drop rule |
| May 2 |  | Last day of classes |
| May 3 |  | Study Day – NO class |
| May 4 – 10 |  | Spring 2018 Final Exams |
| May 11 - 12 |  | Commencement Ceremonies |

# COURSE POLICIES

## Attendance

Recommended on all syllabi; may be modified by the instructor as long as it is not inconsistent with UTRGV policy.

Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

## Late Work Policy

## Assignment submission

## Communication Skills

All students must have adequate writing skills to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references to support their thesis and ideas in the paper.

## Netiquette

Netiquette describes the code of conduct for a face to face or online environment. It ensures respect for others and prevents misunderstandings or unintentional offenses to others. The netiquette described here is amended to ensure your success in this course.

* When you are typing or submitting a response, do not use all capital letters (caps). Caps is equal to SHOUTING YOUR MESSAGE.
* Although it is customary to use acronyms (ex. ROFL - rolling on floor laughing, BTW - by the way, or FYI - for your information) when chatting online, try to avoid using these. There may be those in this course who are not as experienced as you and may miss out on understanding.
* Although you are encouraged to participate and ask questions, it is asked that you do not spam other users (SPAM refers to unwanted or excessive email). Before sending mass emails, consider using the discussion board to post general inquiries or requesting assistance from your instructor.

# UTRGV POLICy statements

*The UTRGV disability accommodation, mandatory course evaluation statement and sexual harassment statement are required on all syllabi.* Additional policy statements are optional, such as those covering attendance, academic integrity, and course drop policies.

## Students with Disabilities

*Required on all syllabi.* Do not modify.

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services. **Brownsville Campus**: Student Accessibility

Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. **Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

## MANDATORY COURSE EVALUATION PERIOD

*Required on all syllabi.* Do not modify.

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account [(http://my.utrgv.edu)](http://my.utrgv.edu/); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available:

Spring 2018 Module 1 February 14 – February 20

Spring 2018 Module 2 April 11 – April 17

Spring 2018 (full semester) April 11 – May 2

## SCHOLASTIC INTEGRITY

Recommended on all syllabi.

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

### Definitions

“**Plagiarism** is a form of cheating. At UTRGV, “plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit.”

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs.

**Course policies are subject to change.** It is the student’s responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be posted in Blackboard.

## SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:

*Required on all syllabi.* Do not modify.

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity,](http://www.utrgv.edu/equity) including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

## COURSE DROPS

Recommended on all syllabi; may be modified by the instructor as long as it is not inconsistent with UTRGV policy.

According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

## Student services

Recommended on all syllabi.

Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

* Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
* Writing center:  BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
* Advising center: BMAIN **1.400 (Brownsville) or** ESWKH 101 (Edinburg)
* Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)

# **Tentative course topics,**

# **calendar of activities,**

# **general assignments and activities**

| Week | Modules/Topics/Activities | Readings/Quizzes | Alignments |
| --- | --- | --- | --- |
| WEEK 1 |  |  |  |
| WEEK 2 |  |  |  |
| WEEK 3 |  |  |  |
| WEEK 4 |  |  |  |
| WEEK 5 |  |  |  |
| WEEK 6 |  |  |  |
| WEEK 7 |  |  |  |
| WEEK 8 |  |  |  |
| WEEK 9 |  |  |  |
| WEEK 10 |  |  |  |
| WEEK 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |
| Week 15 |  |  |  |
| WEEK 16 |  |  |  |