



## ESU's Center for Teaching with Technology Template

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This template guide was created to assist faculty in moving their course syllabus into an online course format. This is just a basic guide, you are welcome to design your document to fit your needs. The information in this template is meant to guide best practices, Quality Matters alignments and East Stroudsburg University policies and resources.

How to use this template:

- You can review this template for information to update or add to your current course syllabi.
- You can copy and paste any of the **BLACK text** items to use in your course syllabus.
- **Purple** text will guide you to add any course/dept specific information.

**East Stroudsburg University**  
**College/School**  
**Address/Office Location**  
**East Stroudsburg, Pennsylvania**

## Course Title

# Credits  
Semester Year

## Syllabus General Information

Instructor:  
Office Location:  
Consultation hours:  
Phone:  
Fax:  
Email Address:

### Course Description

[Course description](#)

### Purpose:

[How this course fits as a whole into the program. Why it is unique or any transformational skills your learner may gain.](#)

### Course Meeting Information

[Example: Location: Stroud Hall Room 405 Monday, Wednesday 9 am – 10am. Friday at 1pm.](#)

### Course Learning Outcomes

[Copy the student learning outcomes from original submitted curriculum documents if possible](#)

## Preferred Name

Informal: I will gladly honor your request to address you by an alternate/preferred name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

Formal: If you would like additional accommodation regarding your preferred name or pronoun, please review the [Preferred Name](#) policy.

## General Structure

Total time of student involvement:

*Example: Class meets on Mondays, Wednesdays from 5:30 p.m. until 7:30 p.m. Students are expected to complete assignments and asynchronous work outside of class. Out of class work may include group assignments. Students may choose to meet in online format using Microsoft Teams or other technology.*

Degree information

*Class meets a requirement for Degree Program, or is a GER - General Education Requirement in (Category)*

## Course Learning Activities

**EXAMPLE:** The primary in-class instructional formats for this course may include, but are not limited to lecture and discussions, collaborative and cooperative learning activities, individual and small group problem solving, contextual applications, technological applications and media presentations, projects, simulation, debate, and student presentations. Out-of-class learning activities may include, but are not limited to the following learning activities: assigned reading, annotated bibliographies, school/community action plans, curriculum project, research papers.

## Alignment with School/College Mission, Values, and Goals

*Optional section, good practice for upper division & graduate level courses*

- *Mission Values & Goals*
- *Mission Statement*
- *Strategic Goals*

## Writing Style Requirements

**EXAMPLE:** All assignments MUST be typed and double-spaced. Course assignments should reflect graduate expectations in terms of scope, depth, writing mechanics, and appearance. In addition, all course work must be completed on a word processor and conform to conventional use of standard English as well as the guidelines of the [American Psychological Association \(APA\)](#), where appropriate.

Full Citation:

*Publication manual of the American Psychological Association* (2009). (6th ed.).

Washington, DC:

American Psychological Association.

## Testing Information

*(choose based on your testing plan, edit based on your testing instructions)*

### Online Testing:

**Optional for F2F courses:** To successfully complete this course, you will also be completing online tests using the Respondus Lockdown and Monitor testing tool. Refer to the course schedule for testing dates and times as they are limited and have due dates. No late testing is allowed for this course.

[Student Respondus Resource](#)

## Writing Studio

Located on the first floor of Kemp Library, the [Writing Studio's](#) mission is to help students draft, revise, and complete their writing assignments in a comfortable, cozy environment. Students will improve their writing through every stage of the writing process with guided practice, helpful tips and motivation, workshops, one-to-one tutoring sessions, handouts, and resources.

## Tutoring

Tutoring is available for most courses in the Warrior Tutoring Center located in the Kemp Library on the Main Floor. The Math Question Center is located on the 2nd floor of SciTech. Tutoring can benefit you by increasing content specific knowledge, improving your academic performance and personal growth, and assisting you with getting to know the campus community at the WTC.

Check your "Courses" tab on [WarriorFish](#) for available tutors or request a tutoring session through our [Tutor Request Form](#).

## Netiquette

Definition: Etiquette used in an online chat or discussion via the internet. "Netiquette" gives us the guidelines to use to have creative, critical and polite conversations in an online environment. The online conversation is read by people on a computer screen. It can be difficult to read emotion through the written word, so using appropriate text and descriptive language is very important. Also when in an online conversation a user must remember to read the message as it stands and not read into the message what may not be there.

The following rules will assist you in adhering to proper netiquette in this course:

1. Would I say this to someone if we were face to face?
  - a. If not, rewrite the post in a way that reflects how you would speak if you were in the same room having the same conversation.
  - b. Do you want what you are publishing shared and possibly seen by others outside this conversation?
2. Follow the assignment/discussion board rules set by the moderator or instructor.
3. Make an attempt at quality written work.
  - a. Check your facts
  - b. Cite sources, if using material from others in your discussion
  - c. Stay away from hearsay and gossip
4. Share information, links and sources that may assist others in your conversation
5. Be careful with negative talk, personal opinion and emotional responses.
6. Respect the privacy of your classmates, do not share their stories without permission.

## Online Class Attendance and Make-up Policy

Consistent in class attendance is required. Students are expected to attend and participate in-class and outside-of-class learning activities related to collaborating with

students and professionals. *Consistent class attendance is the basis for clarifying assigned readings and handouts; lecture/discussion is the foundation for individual and collaborative learning activities. Please keep me informed if you are going to miss class. Assignments must be submitted on time as indicated on the course schedule. Please let me know if we need to adjust due dates.*

## Religious Holiday or Cultural Observance

If a class meeting occurs on a religious holiday or cultural observance day and you are obligated to miss class for this event, you must notify the instructor in writing by the end of the second week of the semester.

## Athletics/arts participation policy & absences

Absences due to attendance at official university events (sports events, tournaments, band, artistic performances, etc.) will be excused if cleared with me ***in advance*** with a signed note from an appropriate coach, band director, instructor, etc. Practices and scrimmages do not qualify for excuses. You are responsible for finding out what happened in class, preferably from a peer in class. When possible, you *may* be able to make up missed work, but some coursework by its very nature can only be completed in-class.

## Assessment of Learning and Grading System

Student evaluation will be based on:

### *EXAMPLES*

1. Successful completion of all assigned projects, e.g., curriculum, reflection papers, reaction papers, and projects.
2. Active participation in class discussions and other process experiences.
3. *An attempt on every assignment*

*The grade in the course will be based on the summative evaluation of student's individual mastery of the content and student's contribution to team assignments as indicated on course assessments and by assessment of peers. Attendance and participation are necessary due to the interactive nature of the course and will be considered a component of the final course evaluation and grade.*

## Course Completion

**Withdrawal Policy:** Each student is responsible to drop or withdraw from a course they do not intend to complete. Student access [ADD/Drop and Withdraw functions through the Registrar website](#).

**Incomplete Grade Policy:** A grade of “Incomplete” will be given only by prior arrangement with the instructor and only given under extenuating circumstances. The use of the Incomplete grade is not a regular occurrence, and under the ESU Policy, is up to complete discretion of each instructor.

## Technology Requirements

To participate in this online course you must have a [current/active ESU Username and password](#).

You must have access to a computer with internet connectivity and have the most current versions of the following:

- Recommended Internet Browsers, [Google Chrome](#) or [Mozilla Firefox](#)
  - **NOTE:** Students may run into compatibility issues with Safari, Internet Explorer, Microsoft EDGE or any other third party browser.
- Check and update [Java](#)
- Make sure you have an updated operating system on the computer you are using for this course.

## Textbooks

Textbooks are **not** automatically mailed to students enrolled in a distance course at ESU. Students can purchase the textbooks from the ESU Bookstore or any other online or in person retailer. [Textbooks can be ordered online](#) or via phone (570) 422-3640

## Required Books for this Course

*(List of required reading)*

## Optional Books for this Course

*(List of optional and books on reserve reading)*

## Bibliography of Course Texts

*(List below)*

## East Stroudsburg University Policies

### ADA Policy

It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on a disability, please let me know immediately so that we can discuss options. You are also welcome to contact the [Office of Accessible Services Individualized for Students \(OASIS\)](#) on campus at 570-422-3954 for information about arranging for reasonable accommodations.

### Plagiarism

Plagiarism is using the language, ideas, and thoughts of another without acknowledgement. It is dishonest. Whenever you use any idea derived substantially and directly from a published work, from a fellow student, or from any other source, you must explicitly acknowledge the nature and extent of your indebtedness. Whenever you borrow three or more consecutive words, an original term, or a distinctive turn of phrase from a published work, from a fellow student, or from any other source, you must enclose the borrowed element in quotation marks and explicitly acknowledge your indebtedness.

Plagiarism of any assignment will result in a failing grade for that work. All cases of plagiarism will be sent to the *Student Faculty Judicial Board*.

### Academic Integrity Policy (including AI usage):

All students are expected to engage in academically honest work. In an academic environment, everything we do is based on the integrity of the ideas we exchange. Therefore, academic integrity is the foundation of academic work and it's vital that all students uphold this principle-- whether using AI-based tools such as ChatGPT or otherwise. Academic honesty means precisely and accurately identifying facts and accurately reporting the sources of ideas we use in our work. Academic dishonesty is representing someone else's work as your own and can sometimes occur unintentionally when a student fails to understand the proper methods of documentation. You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it must be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

Let me know if you have any questions about how to document outside sources or visit the [Writing Studio](#) in Kemp Library.



Willful academic dishonesty occurs when a student purposefully tries to represent another's ideas as his/her own in order to avoid doing assigned work, for example cutting and pasting material from an internet site, copying text from a print source, purchasing or stealing a paper, presentation or other work written by someone else, cheating on exams or quizzes, etc. You will find a complete list in the Student Handbook. These standards apply to all work done for this class not just major projects. All cases of suspected academic dishonesty will be referred to the Office of Student Conduct and Community Standards. I reserve the right to fail any student found responsible for violations of academic integrity.

## Title IX and ESU

East Stroudsburg University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, Title IX requires University faculty members to report incidents of sexual discrimination, including sexual violence, shared by students to the University's Title IX Coordinator. Accordingly, if a student shares information about any incidents of sexual discrimination or sexual violence during a classroom discussion, in a writing assignment for a class, or in other contexts, faculty must report that information to the Title IX Coordinator. This information will only be shared with the Title IX Coordinator, who is the individual on campus designated to respond to reports of discrimination or sexual violence. While the Title IX Coordinator is not a confidential source of support, they will address matters reported to them with sensitivity and will keep your information as private as possible.

Additionally, faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred, to the person designated in the University's Protection of Minors Policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <http://www4.esu.edu/titleix/>

## Protecting Faculty Intellectual Property in Online Format and Student Property

In order to protect the intellectual property of our faculty and the privacy of our students, East Stroudsburg University prohibits the recording or screenshots of any class (or part of a class) or reproduction of any course materials without the written permission of the

faculty member teaching the course and any other individual whose participation is recorded. All students must comply with this requirement.

Intellectual property may include, but is not limited to: Lectures (pre-recorded and live), footage of any class activities, publications, PowerPoints, handouts, videos, tables, graphs and other items used to present information to a class.

Reproductions include, but are not limited to: recordings, screenshots or photographs showing or communicating any audio or visual content from the class including discussions among students.

Students who violate this requirement are subject to discipline under the Code of Student Conduct and may be subject to legal action if the offense committed constitutes a violation of law.

## Communications Via E-mail

All ESU Departments use official ESU e-mail accounts to communicate with students on many important matters. The University automatically assigns each student an official ESU e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official ESU e-mail accounts. For assistance with your university email account contact ESU IT Services Call Center

## Mental Health Syllabus Statement:

Mental Health Syllabus Statement: As a student you may experience a range of issues that can cause barriers to your learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. University Counseling Services can help with these or other issues you may experience. Help is always available. You can learn about free, confidential Counseling and Psychological Services (CAPS) are available to you; call 570-422-3277 or visit website <https://www.esu.edu/counseling/index.cfm>.

If you, or someone you know, is in Emotional Distress, in a Crisis, or thinking about Suicide, please call the National Suicide Prevention Lifeline number at 988. The Lifeline provides 24-hour, confidential support to anyone in suicidal crisis or emotional distress.

## Food Pantry Information

The [Warrior Food Pantry is a self-service pantry](#) allowing students to obtain the necessary food to support their well-being. Students will be able to enter the pantry and choose their own food and supplies. The food and supplies are available to ESU students at no cost. Please wear a mask and bring your ESU ID. Click on the link to learn more.

## Course Schedule and Assignment Calendar

Course ID & Title

### *EXAMPLE Instructions*

*All assignments must be attempted to pass the course. You will be expected to budget time for homework. Plan for 2-7 hours or more of homework depending on how you work. (See assignments below.) The assignments could change with input from the class.*

### **How to save course assignments for submission in D2L:**

Save completed assignments using the following naming convention:

- **LastName\_FirstName\_AssignmentName\_CourseID**
- *EXAMPLE:* Smith\_Sally\_BioLab1\_BIO111.doc

Insert a table that lists the course reading and assignment calendar, an example is below:

Week/Day	Topic	Assigned Reading Text chapters: Other Resources:	Outcomes & Assessment	Points Possible
<i>Week 1</i>	<i>Early Childhood</i>	<i>Chapters 1-3 Smith Early Childhood Web resource www.</i>	<i>Weekly Quiz 1 Discussion Board #1</i>	<i>10 15</i>

*Instructor choice: Add scores on each assignment, or list assignments with point possible, add points for participation in online sessions, team scoring rubrics, or other rubrics used in course, etc.*

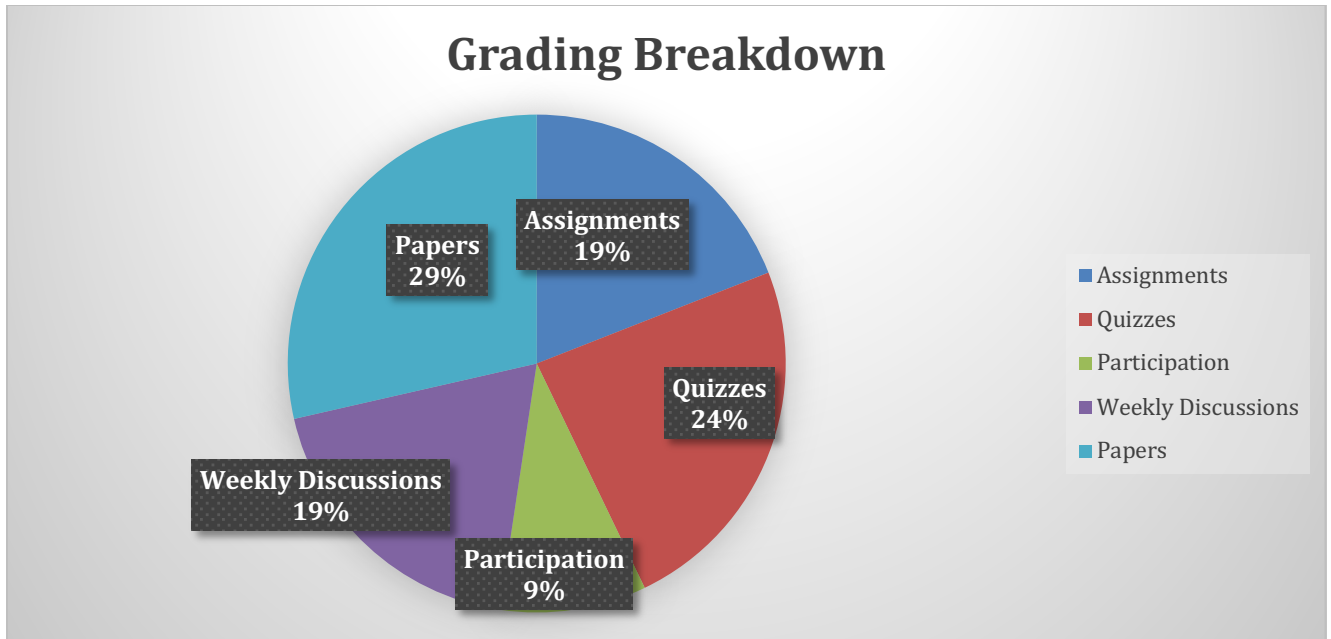
### Possible grades for this course:

A = More than 95% of the total points	B+ = 88-89%	C+ = 78-79%	D = 69-60%	E = Less than 59%
A- = 90-94%	B = 83-87%	C = 73-77%		
	B- = 80-82%	C- = 70-72%		

A = More than 95% of the total points

A- = 90-94%

*The grade of A, which universally confirms excellence, may only be acquired upon the complete demonstration that you have mastered the processes offered for acquisition in this course.*



*Instructor choice: To alter the groups and percentages, select the pie chart and then "Chart Design". The "Edit Data in Excel" will allow to alter the chart to your preferences. If you alter the chart, you must manually alter the companion items below.*

**Assignments:**

*(Explain how this grading item will be evaluated)*

**Papers:**

*(Explain how this grading item will be evaluated)*

**Weekly Discussions:**

*(Explain how this grading item will be evaluated)*

**Quizzes:**

*(Explain how this grading item will be evaluated)*

**Participation:**

*(Explain how this grading item will be evaluated)*

Missed or Late Work:

*(If you accept late work, explain how it will be evaluated)*

Weather- Snow Days:

*(Explain how this course will operate in case of a weather emergency or school closing)*