#### **This syllabus template has been formatted to comply with basic accessibility standards, using appropriate headings and text styles. Be sure to DELETE template information, such as this comment (all template information is in orange).**

|  |  |
| --- | --- |
| **Faculty Name Here**Email: Phone: Office Hours:  | **Course Title**Term: Fall 2021; 8WK2Credit Hours: 3Room:  |

***PLEASE NOTE: In the event of a college closing or course cancellations due to weather, online classes will remain in session.***

**COVID-19 Information**

Due to the current COVID-19 pandemic, Mercy College of Ohio has implemented enhanced precautions for all students, faculty, and staff. It is imperative that the entire college community works together to keep our campus as safe as possible. Please be aware that all precautions are subject to change.

During this time any student that meets the following criteria must submit a Covid Self-Report form (<https://cm.maxient.com/reportingform.php?MercyCollegeofOhio&layout_id=3>) and notify the student health nurse, Karla Vitte, via email Karla.Vitte@mercycollege.edu.

* Any international travel if not fully vaccinated
	+ Currently, international travel places individuals at a higher risk for contracting COVID-19. Please be aware that all international travel by individuals not fully vaccinated needs to be reported to the student health nurse. Mercy College of Ohio is closely watching the CDC, ODH, and the Ohio Governor’s recommendations.
* Any potential exposure to someone with a known case of COVID-19
* If you are diagnosed or suspected of having COVID-19
* If you exhibit any of the following symptoms:
	+ Fever or Chills, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, New Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, or Diarrhea

If you are unsure if you need to report, please reach out to the student health nurse for further clarification.

Masking policies for vaccinated students on campus will be dictated by the level of risk assigned to the county by the CDC and communicated to students through the student newsletter. All those who are not vaccinated under the exemption policy must continue to wear masks. TOLEDO ONLY: Masks must be worn on the first floor of the Jefferson building.

# Course Description

-----copy & paste from the course catalog------

# Prerequisites/Co-requisites

-----list if any-----

# Add / Drop Dates

# <https://mercycollege.edu/academics/academic-calendar>

## MERCY COLLEGE OF OHIO INSTITUTIONAL GOALS AND LEARNING OUTCOMES

***(Graduate programs do not use Institutional Goals and Learning Outcomes. Please add Program Learning Outcomes here)***

The institutional learning outcomes for students will lead to graduates/completers who:

1. Are committed to social engagement, by demonstrating an understanding of servant leadership that improves the community and broader society.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension):**  Describe how one’s specific course/program of study contributes to community and society.

**Level 2 (Application/Analysis):**  Complete a service learning activity that benefits an organization/community.

**Level 3 (Synthesis/Evaluation):**  Demonstrate an understanding of a complex community or societal problem that impacts one’s own life or the lives of others.

1. Are committed to intellectual inquiry, able to identify, evaluate, and propose solutions to problems in creative ways.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension):**  Identify and explain problems/issues.

**Level 2 (Application/Analysis):**  Participate in the problem-solving process to address a simple problem using appropriate sources.

**Level 3 (Synthesis/Evaluation):** Participate in the problem-solving process to identify multiple solutions to a complicated or complex problem using appropriate sources.

1. Are effective communicators, able to write, speak, and listen as a professional.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension):**  Demonstrate appropriate use of the vocabulary of one's specific course/program of study.

**Level 2 (Application/Analysis):**  Present organized ideas through the various communication media in an understandable way to a designated audience.

**Level 3 (Synthesis/Evaluation):**  Critically evaluate information and sources used for written work and presentations.

1. Are proficient with ethical reasoning, using the lens of the Mercy College values as part of one’s everyday decision-making process.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension):**  Express the Mercy College values when communicating with others.

**Level 2 (Application/Analysis):**  Explain the significance of the Mercy College values in a course/program of study.

**Level 3 (Synthesis/Evaluation):**  Defend ethical decisions made using the Mercy College values.

1. Are professionally competent, displaying the capacity to successfully join the workforce in one’s desired course/program of study upon graduating.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension):**  Demonstrate proficiency in the performance of general responsibilities required of entry level employees in their program of study.

**Level 2 (Application/Analysis):**  Operate in a manner that safely contributes to the effectiveness of teams.

**Level 3 (Synthesis/Evaluation):**  Evaluate the performance of professionals in the course/program of study.

1. Are committed to lifelong learning, exhibiting responsibility for the future of one’s own educational experience.

To achieve this goal, students will…

**Level 1 (Knowledge/Comprehension Level):**  Describe one’s own professional requirements.

**Level 2 (Application/Analysis):**  Demonstrate the ability to set professional goals that support lifelong productivity.

**Level 3 (Synthesis/Evaluation):**  Develop an action plan for future growth and development.

# Course Objectives

By the end of this course, students will be able to:

* -----copy & paste from the course approval form if available------

# Course Materials

## Required

-----textbook title(s), subscription info, external course materials that require a log in----

## Optional

-----textbook title(s)----

## Necessary skills/equipment (webcam, headset, etc.)

Information about external sites used (Voice Thread, Google Docs, etc.) and where to find information about getting an account? Feel free to change the name of this section to whatever is relevant to your subject matter (such as publisher codes for activities, etc.)

**Online Course Delivery**

#### (Below is an example of what you would write here. Make it relevant for your course.)

This course is delivered completely online through Canvas by Instructure. While you are not required to log in during specific days or times, this is not a self-paced course. It is important that you follow the attendance/participation guidelines and meet due dates and deadlines for all class activities (readings, assignments, discussions, quizzes, exams, etc.). Materials will be released to you each week and assignments will be due each week.

The academic week will begin on **Monday 12:01am** and end **Sunday at 11:59pm EST**. *Please note all due date times are based on Eastern Standard Time* (unless otherwise stated)*.*

## Computer/Browser Requirements

System requirements and software recommendations for accessing content within Canvas can be found [online here](https://community.canvaslms.com/docs/DOC-10721). To complete any online course work you will need to have access to a computer with a browser. Although Canvas does have a phone app, class assignments require a computer for completion. Missed or late assignments due to phone app issues will not be accepted.

## Technical Support

Canvas technical support is available 24 hours a day at 1-844-358-6881 or through Live Chat found on the Help button on your Canvas interface.

# Instructional Help & Instructor Feedback

#### **(What is your communication policy? How are you giving feedback? Let your students know the appropriate way to communicate with you about illness, needing help, etc.)**

Questions of a general nature should be posted to the virtual office. Personal, confidential issues and questions about test/exam questions should be handled through email. In the event of an emergency situation, you should email, call, or text me. When communicating with me by email, put the following in the subject line of the email:

***course title – subject of the email (e.g., HIT 243 – Quiz 2 Question)***

I will respond to email and messages in the discussion board within **24-48 hours on school days**. For large weekly assignments, you can generally expect feedback within **7 days**.

# Grades

***(Make it relevant for your course.)***

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| --- | --- | --- |
| **Assignment or Category** | **# of submissions w/ points**  | **Total** |
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| **TOTAL** |  |  |

# Grading Scale

***(Make it relevant for your course.)***

|  |  |
| --- | --- |
| **A** |  |
| **B** |  |
| **C** |  |
| **D** |  |
| **F** |  |

# Learning Activities & Expectations

#### **(Explain your online teaching methods: what tools will you be using in the online classroom). Will there be group work or projects? At the very least, this is a good place to introduce your weekly/module format. The following is an example.)**

## Readings & Presentations (Course Objectives: 2 & 3)

Weekly content will be delivered in a variety of formats including but not limited to textbook readings, scholarly articles, Films on Demand, or other web resources. It is important to plan your time accordingly since assignments will vary from week to week.

## Weekly Quiz (Course Objectives: 1, 2 & 3)

You will have one Weekly Quiz that will cover information presented within the module. Questions will be primarily multiple-choice and quizzes will be timed.

# Attendance and Participation

#### **(State your course policies. Below is an example. Make relevant for your course)**

The following is a summary of everyone’s expected participation:

Because this is an online course, your attendance is based on your activity and participation inside of Canvas. The following is a summary of everyone's expected participation in addition to the learning activities described above:

* **Log in to the course: AT LEAST 3 TIMES PER WEEK**. Be sure you are logging in to the course each week, including weeks with holidays or weeks with minimal online course activity. You might find it helpful to set a routine to log in at specific times throughout the week to break up your workload and keep up with ongoing assignments or discussions. If you have a situation that might cause you to miss an entire week of class, discuss it with me as soon as possible.
* **Check your Mercy College email, discussion board, & course news feed REGULARLY.** All communications between students, and between students and instructor, will take place most commonly through discussion boards and email. I will also post important updates and reminders to the Course Announcements.
* **Office hours and live sessions: OPTIONAL OR FLEXIBLE**. All live, scheduled events for the course, including my office hours, are optional. For live presentations, I will provide a recording that you can watch later. If you are required to discuss an assignment with me, please contact me at the beginning of the week if you need a time outside my scheduled office hours.

# Assignment Submission & Late Policy

#### **(State your course policies)**

All work must be submitted by the due date and time specified in the assignment instructions.

Acceptable excuses (health related problems and religious observances) will allow for make-up work so that students are not penalized. Please provide official documentation that has the appropriate contact information (doctor’s excuse with name and telephone number).

If you are submitting an assignment online, technical difficulty is NOT an acceptable excuse. If you encounter a technical issue that prevents you from submitting an assignment in Canvas, call the 24/7 Help Desk ((844) 358-6881).

The Canvas Help Desk will:

* Attempt to resolve your issue by phone so you may continue working;
* Document the date, time, duration of, and specifics around your technical issue;
* Generate a *ticket number,* which is sent to Mercy College.

I will use the information provided by the Help Desk to make an informed decision regarding: accepting your assignment, reopening an assignment, or extending time on an assignment.

***NOTE: I have the right to refuse your assignment without a Canvas Help Desk ticket number.***

# Course Schedule

*(****Below is an example. Make it relevant for your course.)***

| **Module** | **Activity** | **Due Dates** |
| --- | --- | --- |
| **One** | Chapter Reading: Romans, Chapters 12-14Lectures | Sunday 11:59 p.m. |
|  | Weekly Quiz |  |
|  | Introduce Yourself |  |
|  | Weekly Reflection |  |
| **Two** |  |  |
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| **Three** |   |  |
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| **Eight** |  |  |
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**College Policies**

**Americans with Disabilities Act**

If you require accommodations, please contact the Office of Accessibility Services at:

Website: <https://www.mercycollege.edu/my-mercy/student-affairs/accessibility/>

Phone: (419) 251-1784

Email: ADA504@mercycollege.edu

**ACADEMIC INTEGRITY**

The purpose of education is to advance students’ intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting students’ own work and properly acknowledging that of others. Any violation of academic integrity constitutes violations of **academic integrity** which will result in disciplinary action. Forms of academic dishonesty include, but are not limited to, the following:

**Plagiarism** – Submitting all or part of another’s work as students’ own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of or entire term papers from the internet and then submitting them as students’ own work. It also includes use of another’s words as students’ own, be that paraphrasing or direct quotation, without proper citation.

**Cheating** – Using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content from exams or quizzes by way of another student.

**Facilitating academic dishonesty** – Helping another to commit an act of academic dishonesty, such as substitution for an examination, completing an assignment for someone else, or sharing of computer files.

**Fabrication** – Altering or transmitting, without authorization, academic information or records.

**Multiple submissions** – Submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.

**REPORTING CASES OF ACADEMIC DISHONESTY & PENALTIES FOR ACADEMIC DISHONESTY - *See College Catalog***

**Turnitin.com**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference base solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com web site.

**Support Services:**

**Student Success Center:** [**https://mercycollege.edu/student-affairs/student-success**](https://mercycollege.edu/student-affairs/student-success)

**Library Services:** [**https://mercycollege.edu/my-mercy/library**](https://mercycollege.edu/my-mercy/library)

**Link to Online Resources:** [**https://login.me.opal-libraries.org/login**](https://login.me.opal-libraries.org/login)

**Smarthinking Resources:** ***(Make it relevant for your course.)***

*Please note: Schedules and Syllabus may be subject to change at the instructor’s discretion.*