

SOPH ONLINE COURSE SYLLABUS TEMPLATE

Notes:

Content that is highlighted in **yellow** needs to be changed to verbiage that relates to your course.

Red text within bolded sections requires specific policy decisions or information from instructor. Actual verbiage may be altered to reflect the personal policies and practices of the instructor.

School of Public Health

Title of Course

Course Number:

Course Title:

Credit Hours:

Course Offering: (Term and Year)

Course Instructor(s) Name:

Teaching Assistant(s) Name:

Student Engagement Hours (Office Hours):

This should indicate the times when you or your TA(s) is available for one-on-one communication via discussion board, phone calls, and /or chat rooms.

Student Engagement Hours (E-mail Policy):

This should explain how often email will be checked and when a response should be expected. (E.g. "I will check my email every weekday morning by 8:00 a.m. and every weekday evening no later than 5:00 p.m. Please anticipate a 12-24 hour response time on weekdays. I do not answer emails on the weekend.")

Preferred Method of Contact:

Instructor's personal email account, UAB email account, phone number, etc.

Course Clock:

The times used in this syllabus are all Central Standard Time. Modules open every **Monday** at **8:00 a.m.** and close every **Sunday** at **11:59 p.m.**

Introduction/Course Description and Purpose of the Course:

SOPH ONLINE COURSE SYLLABUS TEMPLATE

Prerequisites:

Please indicate the prerequisites for this course. If there are not any please just indicate "None".

Learning Objectives/Course Competencies Alignment: (If applicable)

At the completion of this course students will be able to:

<i>Learning Objectives</i>	<i>Public Health Competencies</i>

System Requirements:

View the system requirements specified by the School of Public Health. If your computer does not meet the standards, you may encounter problems testing or accessing content. Laptops that do not meet the standards may not be used for testing. If you use a laptop that does not meet the minimum requirements, you will not be given additional time or opportunities during an exam as a result of laptop issues. Contact 205-934-7728 for technical problems within the School of Public Health or AskIT@uab.edu or call 205-996-5555 for other technical problems.

Browser Requirements:

Students will need to use Firefox or Google Chrome browsers in order to access Canvas.

Online Delivery System (Course Platform):

This course will be delivered through Canvas by Instructure. You can access Canvas through BlazerNet or by visiting <http://uab.instructure.com>. You should log in using your Blazer ID and password. At any time you can contact the Canvas support team or user guides by clicking the Help button in the top right-hand side of the screen. You can also contact the Office of Student Services at soph@uab.edu for assistance.

Course Policies and Procedures:

Assignments should be submitted through Canvas (or emailed to professor) by the specified due date. Each assignment will have a submission link. **Click this link to upload your file. Papers will be checked by Turnitin.com within the Canvas system.** Modules will open every **Monday** and will end **Sunday at 11:59 p.m.** Central Standard Time. You will still

SOPH ONLINE COURSE SYLLABUS TEMPLATE

have access to material after the end of the module, but no additional posts to discussion boards or assignments will be accepted after this date/time.

Time Requirements/Commitment:

Taking an online course often requires more time and effort than an on-campus course. This is a 3 credit hour course; you should therefore anticipate spending at least 3 hours a week **watching online lectures, viewing PowerPoint lectures, participating in discussion boards, completing online activities, and taking quizzes or exams.** Additionally, you should anticipate another two hours of study time per lecture hour. Therefore, you should expect to spend an additional 6 hours a week reading your textbook, studying notes, **responding to discussion posts, and working on assigned projects and/or papers.**

In order to be a successful online student, you should plan to log in to the course at least 3 times a week (especially the day a new module opens), possess excellent time management and organization skills, and avoid procrastination (risk of technology failure increases as the deadline for an assignment approaches).

Required Reading/Course Materials

Include the textbook information for the textbooks required for this course. Also include any software requirements specific to the course such as JMP, SAS, etc.)

Textbook Format: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

List the module/week # and the required readings for that module below. List the chapter number as well as the page ranges.

Module #	Readings
Module/Week 1	Chapter # Chapter Title pp. #
Module/Week 2	
Module/Week 3	
Module/Week 4	
Module/Week 5	
Module/Week 6	
Module/Week 7	
Module/Week 8	
Module/Week	

SOPH ONLINE COURSE SYLLABUS TEMPLATE

9	
Module/Week 10	
Module/Week 11	
Module/Week 12	
Module/Week 13	
Module/Week 14	

Class Format: Online

Grading

Proctoring Policy:

Exams in online courses **must** be proctored. Online proctoring services are available and accessible through Canvas. **ProctorU exams should be scheduled within 3 weeks prior to your actual exam date.** Use the following resource to learn more about ProctorU and how to use it.

How ProctorU Works for Students:

https://www.uab.edu/elearning/images/canvas/UAB_ELPS_ProctorU_Student.pdf

UAB eLearning pays for two exams (2.5 hours or less) per student per online course. This does not include fees associated with students missing exam sessions or scheduling exam sessions late. Additional exams may be purchased in addition to the ones that UAB eLearning will cover, but the fees for these additional courses must be paid by the school/department or student.

Students must pay ProctorU for the following fees:

1. **Missed exam sessions:** A \$19.75 fee for missing a scheduled exam session without a 24-hour notice **unless** there is an excused absence.* Course faculty approval is required for missed exam sessions.
2. **Late scheduled exam session:** A \$5.00 fee for students failing to schedule exams at least 72 hours in advance of the faculty-specified testing period.
3. **On demand exam session:** An \$8.75 fee for students failing to schedule an exam session at least one hour in advance of the faculty-specified testing period.
4. **On-ground proctoring option:** Fees associated, if any, with students using a local proctor in-person.

How does ProctorU assist test-takers with disabilities?

SOPH ONLINE COURSE SYLLABUS TEMPLATE

A core function of the ProctorU mission is to provide access to education for individuals that may not otherwise be able to pursue a degree or certification. ProctorU's service strengthens an online program's compliance with the Americans with Disabilities Act (ADA).

1. Disability as defined by ADA: A physical or mental impairment that substantially limits a major life activity.
2. Testing requirements: ADA requires that assessments for disabled individuals be performed with reasonable accommodations.
3. ProctorU Policy: The online proctoring company will accommodate any test-taker enrolled in a distance education program with one of its partner institutions. ProctorU has also developed a Voluntary Product Accessibility Template (VPAT) that evaluates the company's compliance with Section 508 of the Workforce Rehabilitation Act. ProctorU's VPAT is available upon request.

Attendance and Participation:

Students are required to make one original post within the discussion boards and respond to at least **two** other discussion threads. Original posts must be **one paragraph** in length. Responses must be at least **three sentences** in length and must address specific content. Short responses such as "Great post" or "I agree" are not acceptable without explanations.

Evaluation: Describe how student's performance will be assessed (weighting of assignments, test, etc.).

Grading Scale:

Graduate school does not use the grade of D. Alter the scale as needed.

A	B	C	D	F
90-100	89-80	79-70	69-60	59-0

Special Instructions:

Online Communication Etiquette:

When participating in a discussion, please be respectful of everyone's post. While it is acceptable to disagree with someone's opinion, you should always do so in a respectful manner. This respect should be extended to entities (instructors, businesses, other students, etc.) outside of the class as well. Do not refer to people outside of the class by name or criticize other instructors or teaching methods within posts. Keep posts relevant to the discussion board topic. This is an academic discussion, not a sounding board. Additionally, you should use appropriate language in your posts: avoid "net speak" such as *TTYL*, *LOL*, *L8R*, *U* (instead of *you*). When beginning a post, address your post to the CLASS (in all capital letters). If you are responding, use the person's name to whom you are responding in all capital letters (This is the only time you should use all capital letters).

Incomplete Grades:

SOPH ONLINE COURSE SYLLABUS TEMPLATE

The UAB Incomplete Grade Policy states that a temporary grade notation of “I” for incomplete may be requested by the student prior to the end of the term and submitted at the course master’s discretion due to unforeseen circumstances that effect the student’s ability to complete course requirements. Students requesting consideration of an “I” grade must discuss with the course instructor, and agree upon a plan and a schedule for, completion of course requirements. It is the student’s responsibility to initiate this discussion, assure completion of this form and return it to the Office of Student and Academic Services. If no permanent grade is reported by the end of the subsequent term, an “F” will be automatically assigned to replace the “I”. Extension of “I” grades may be granted only upon written request of the course instructor to the associate dean for academic affairs. Here is the web link for SOPH Incomplete Grade Request Form: <http://www.soph.uab.edu/media/osas%20forms/I%20grade%20form.pdf>.

Policy on late assignments:

Please indicate your late policy for this course.

Accessibility:

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit <http://www.uab.edu/dss>.

Title IX:

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit <http://www.uab.edu/titleix> for UAB’s Title IX Policy and UAB’s Equal Opportunity and Anti-Harassment Policy.

Honor Code:

As a student in the School of Public Health, you are subject to the School of Public Health Student Honor Code which can be found at <http://www.soph.uab.edu/about/vision/honorcode>. You are responsible to understand the contents of the Honor Code and to abide by it. Academic Dishonesty: Plagiarism is the undocumented use of other authors' words, texts, images, and ideas that don't come from your own head. Making up sources, altering numbers, statistics, or just a few words of a document is considered plagiarism. Poor documentation or paraphrasing of a source is also considered plagiarism. Plagiarism in this course is taken seriously; any violations will be

SOPH ONLINE COURSE SYLLABUS TEMPLATE

punished to the full extent allowable under the School of Public Health Honor Code. All assignments will be submitted through the Turn-It-In system to document the originality of your contributions to the class.

Note: Instructors reserve the right to make changes to the syllabus or course content at any time. It is your responsibility to check the modules and announcements often for changes in assignment requirements, due dates, and materials.

Course Calendar:

Module #	Topic (if applicable)	Readings	Activities/Due Dates	Learning Objectives (if applicable)
Module/Week 1				
Module/Week 2				
Module/Week 3				
Module/Week 4				
Module/Week 5				
Module/Week 6				
Module/Week 7				
Module/Week 8				
Module/Week 9				
Module/Week 10				
Module/Week 11				
Module/Week 12				
Module/Week 13				
Module/Week 14				

SOPH ONLINE COURSE SYLLABUS TEMPLATE