



COURSE OUTLINE

Course Title:
Course Code & Section:
Credit Hours:
Instructor Name:
Instructor Contact Information
Email:
Phone:

QM Standard 1:
Clearly stated course information, instructor contact information, preferred method of contact with the instructor, and if there is a prerequisite for the course

Course Description:
<<insert course description>>

QM Standard 1:
Clearly stated course description that introduces the learners to the purpose of the course

Course Objectives:

Upon completion of the course, the student will have an increased capacity to:

- CO1:** measurable course outcome
- CO2:** measurable course outcome
- CO3:** measurable course outcome
- CO4:** measurable course outcome
- CO5:** measurable course outcome

QM Standard 2:
Course learning objectives describe outcomes that are measurable; all learning objectives are written from the learner's perspective

**CO: Course Objective*

Required Course Textbook & Materials:

<<APA Format>>
Textbook ISBN:

QM Standard 4:
The distinction between required and optional materials is explained (book, calculator, etc.); all instructional materials used are cited; ISBN for materials provided in order for students to easily locate and procure materials for the course

Optional Reading Materials / Course Bibliography:

<<APA Format>>

Statement about Course Delivery/Modality:

This is an asynchronous, online course, delivered in the Blackboard (LMS). Students must be mindful of all course expectations, deliver assignments and course interactions will utilize internet technology. See "Requirements" section for more information.

QM Standard 1:
Instructions make clear to the learner the modality and minimum technical requirements of the course (online, blended, synchronous, etc.)

Preferred Method of Contact with Instructor:

My preferred method of contact is via email mentioned above on page 1 of this syllabus. Please be sure to include your full name, course name and section when you respond to your emails as soon as possible, but please allow between 24-48 hours for a response. Please utilize your Stony Brook University email when getting in touch. My preferred method of contact from the institution.

QM Standard 1:
Expectations of the communication policy between teacher and learner are clearly stated; preferred method of contact & when students can expect instructors to return their messages



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ASSESSMENT:

In this course, you will be assessed on the following:

ASSIGNMENT(S)	POINTS (OR % OF GRADING)
Participation/Discussion Forums (# of graded forums)	30
Homework Assignments (# of assignments)	25
Research Project Paper	15
Midterm	15
Final Exam	15
TOTAL	100 %

QM Standard 3:
The course grading policy is clearly stated including list of assessments that will be utilized for grading

Participation/Discussion Forums (30%): Preparation for class means reading the assigned readings & reviewing all information required for that week. Attendance in an online course means logging into the Blackboard and on a regular basis and participating in the course. This online course requires that you log in to the course each week; each week will be available as a video lecture. You will be responsible for logging and understanding the week's delivery. The course is comprised of discussion forums that are required and graded. You will be asked to post an original and thoughtful response to that week's topic. You must post an original response by Wednesday midnight of each week and at least two responses to two different posts by your colleagues by Sunday of that week. No make-ups are available for the discussion forums. You are also responsible to post to the original posts for two your colleagues. You are to conduct yourself professionally every time you express yourself-whether it's through the written or spoken word. As such, successful professionals (students, managers, employees) must have effective written and oral communication skills. There are no excuses for improper grammar, improper sentence and paragraph structure, or punctuation. Communication competency when evaluating student work. There is a discussion forum grading rubric at the end of the course. All posts will be graded each week.

QM Standard 5:
Clear communication policy on usage of College email for communication is stated

QM Standard 3:
Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy; the assessment instruments are sequenced, varied, and suited to the learner being assessed and the course provides learners with multiple opportunities to track their learning progress (self-assessment quizzes, gradebook)

Be clear about how many, for example, homework assignments there will be, quizzes, or other activities and how you will be evaluating them for grading. Rubrics may be utilized for this purpose

Homework Assignments (25%): The assignments are detailed in the course schedule, which are posted in the assignment details. All assignments are due at the stated deadline, which is in the course schedule. Assignments must be in either Microsoft Word or PDF format. Each assignment includes your full name, the assignment date, course ID, and assignment title. Each assignment will have a designated place to submit your work.

Quiz (10%): There are __ graded quizzes in this course. They consist of __ questions that will cover all topics from weeks __ through __.



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Midterm Exam (15%): The Midterm Exam consists of 20 True/False questions. Top 10 questions will be graded for a total of 15 points in the course.

Final Exam (20%): The final exam will be timed and a multiple choice as well as short answer.

QM Standard 1:

Policies with which the learner is expected to comply are clearly stated; Academic integrity and late submission policies are stated. For example, if you do not accept late work the statement is here to help manage learner expectations.

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Policy regarding late or missed assignments, as well as rewrites

This course requires you to spend time preparing and completing assignments, including actively participating in class. As an online student you should commit 10-15 hours per week to each of your online courses (<http://www.stonybrook.edu/spd/online/faqs.html>)

***IMPORTANT:** If at any point you should encounter any technical issues, please send an email to blackboard@stonybrook.edu, they can also be reached by telephone at 632-2777. You should also copy me on this email so that I am aware of the situation and if possible include a screen-shot of the issue.

Grades and Grading Scale:

Assignment of letter grades is based on a percentage of points earned. All courses correspond with the following percentages achieved. All courses are set before a grade is assigned.

QM Standard 3:

The grading schema is stated and made easy to understand

Grade	Points
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	74-76
C-	71-73
F	0-70



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Academic Policies:

Academic Integrity Statement: Each student must pursue his or her work to be personally accountable for all submitted work. Representing another person's work as his or her own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. For more comprehensive information on academic dishonesty and the categories of academic dishonesty, please refer to the academic judiciary website at <http://www.stonybrook.edu/uaa/academicjudiciary/>. For information specific to the School of Professional Development, please refer to the Bulletin at <http://www.stonybrook.edu/spd/bulletin/>.

QM Standard 1:

Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided; Policies established that address such matters as student conduct, academic integrity, are up-to-date and updated links are accessible to learners.

Critical Incident Management: Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report disruptive behavior to Student Affairs any disruptive behavior that interrupts their ability to teach, disrupts the learning environment, or inhibits students' ability to learn.

University Student Conduct Code can be found at (check for most current version) <http://studentaffairs.stonybrook.edu/ucs/docs/universitystudentconductcode.pdf>

ADA & Disability Support Services (DSS) Statement: Title II of the Americans with Disabilities Act (ADA) 504 applies to all postsecondary educational programs that receive federal financial assistance. Accommodations and academic assistance are provided to students with disabilities through the Disability Support Services, ECC (Educational Center for the Disabled) at Stony Brook University (631) 632-6748. They will determine with you what accommodations are appropriate. All information and documentation is confidential. For more information, visit the following website: <http://www.stonybrook.edu/ehs/fire/disabilities>

QM Standard 7:

Accessibility policies or accommodation statements state services and accommodations are available for learners with disabilities and inform the learner of the process for requesting accommodations.

Course Materials and Copyright Statement: Course material accessed from Blackboard, SB Connect, SB Capture or a Stony Brook Course website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook's Academic Integrity and [Student Conduct Codes](#).



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Communication Competency:

You convey a certain image of yourself every time you express yourself-whether it's through the written or spoken word. As such, successful professionals (students, managers, employees) must have effective written and oral communication skills. Therefore, communication errors (such as improper grammar, improper sentence and paragraph structure, misspelling and incorrect punctuation) are unacceptable in coursework throughout. Faculty members also consider communication competency when evaluating student performance in addition to coursework.

Net-Etiquette Guidelines:

The following guidelines for participation in the Threaded Discussion are:

- Remember that the absence of face-to-face communication does not mean that the message is not being said;
- Carefully review and read materials that you receive electronically to ensure you understand the message;
- Be sure to carefully re-read and understand what you will be sending in order to ensure that you are not misunderstood by anyone;
- Avoid cluttering your messages with excessive emphasis (stars, arrows, exclamations);
- If you are responding to a message, either include the relevant part of the original message in your message, or make sure refer to the original's contents so as to avoid confusion;
- Be specific and clear, especially when asking questions;
- If your messages can be read in all caps, use sentence case instead of all UPPERCASES to make the message less readable;
- Remember that not all readers have the same level of computer literacy, so make allowance for possible misunderstandings;
- Do not abuse new users of technology;
- Follow the same standards of politeness as you would in any other aspect of your life.

QM Standard 1:
Net-etiquette expectations for online discussions, email, and other forms of communication are clearly stated.

QM Standard 8:
Information is provided about the accessibility of all technologies required in the course; including where they can be accessed and/or downloaded.

QM Standard 6:
The tools used in the course support the learning objectives and promote learner engagement and active learning; Technologies required in the course are readily obtainable and are current; links are provided to privacy policies for all external tools required in the course.

Technical Requirements:

This course requires that you have access to the Internet. You are responsible for having a reliable computer and internet connection throughout the course. You must have access to, and be able to use the following software packages (include the student must have access to in order to fully participate in the course. Examples include the following examples):

- A web browser (for instance, Google Chrome, Mozilla Firefox or Internet Explorer)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word

*Please note! You **will** be limited if you expect to complete your work on a smart phone or tablet. It will not be possible to submit the Microsoft Word files required for your homework assignments.*



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Email and Internet

You must have an active Stony Brook University e-mail account and all instructor correspondence will be sent to your SBU e-mail account. Check your email account regularly for course related messages.

QM Standard 5:

Clear communication policy on usage of College email for communication is stated.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <https://blackboard.stonybrook.edu>

Getting Technical Help:

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

QM Standard 7:

The course instructions articulate or link to a clear description of the technical support offered and how to obtain it. Clearly worded directions for obtaining support externally provided resources and links to tutorials or other resources providing instructions on how to use the tools and features of the LMS and other course technologies

Help-Desk

Go to the Discussion Board of SPD Online Support. There you will find the Answers Forum. Post your question there, and someone from the SPD Online Support team will respond to you. Alternatively, you could call the SPD Online office at 627-3333, ext. 6706, from 9:00am and 5:00pm, Monday through Friday or e-mail spd_online@stonybrook.edu. For assistance after **5 PM or over the weekend**, please contact the IT Help Desk. More information can be found at <http://open.suny.edu/support/contact>

Getting Help with Blackboard Learning Management System (LMS)

Students that need help with Blackboard can contact the TLT Student Support Center, room 9602, emailing helpme@stonybrook.edu; more information is available via Stony Brook IT: <http://it.stonybrook.edu/services/blackboard#section-6706>
Frequently asked questions about the Blackboard LMS along with tutorials are available here: <http://it.stonybrook.edu/services/blackboard/navigate-manage>

Academic Support:

SPD Subject Guides - The SPD Subject Guide is a library website that helps students with their research. It contains all of the information you need to get started as well as recommendations for specific databases and search strategies. More information look: <http://guides.library.stonybrook.edu/spd>

QM Standard 7:

Links to academic support services and resources and how to obtain these services are provided

Student Support for Online Learning -

<http://www.stonybrook.edu/commcms/onlineed/student.html>

Library Instruction Website - <http://library.stonybrook.edu/workshops-this-week-citation-skills-worldcat-and-endnote-the-hsc/>

SBU Library Research Guides and Tutorials

<http://library.stonybrook.edu/research/research-basics/>



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COURSE SCHEDULE

subject to changes

A course schedule aligns to multiple standards and learners are able to get a sense of expectations/due dates for assignments, timing of exams and quizzes, as well as major course topics that will be covered weekly. The “Weekly/Module Outcomes” (Standard 2.2) are consistent with course-level objectives, which are also identified each week. Learners understand the relationship between learning objectives and course activities. Learners can also see how instructional materials contribute toward the achievement of the course learning objectives.

Week / Module #	Weekly/Module Outcomes	Course Objectives Measured	Course Activities
1 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives	CO1	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF) • View PowerPoint lecture slides <p>Deliverables (Graded): Discussion Forums:</p> <ul style="list-style-type: none"> • Introduce yourself in the Introduction Forum • Answer Discussion Forum Questions for Week 1 <p><i>*Participation in both forums is mandatory this week and will count towards Week 1 attendance in addition to the Week 1 discussion forums being graded.</i></p>
2 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives	CO1, CO2, CO3	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF) • View PowerPoint lecture slides <p>Deliverables (Graded):</p>



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Week / Module #	Weekly/Module Outcomes	Course Objectives Measured	Course Activities & Assignments
			<ul style="list-style-type: none"> • Discussion Forum for Week 2 • Homework Assignment # 1: This assignment will ask you to apply the information and definitions learned in week 1 and 2 and assesses the following course learning outcomes: CO1, CO3 Assignment Overview and Submission Guidelines:
<p>3</p> <p>COURSE TOPICS</p>	<p>A. Measurable module outcomes/objectives</p> <p>B. Measurable module outcomes/objectives</p> <p>C. Measurable module outcomes/objectives</p>	<p>CO4, CO5</p>	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF) • View PowerPoint lecture slides <p>Deliverables (Graded):</p> <ul style="list-style-type: none"> • Discussion Forum for Week 3 • Homework Assignment # 2: This assignment will ask you to apply what you have learned about ___ and assesses the following course learning outcomes: CO2, CO4, CO6 Assignment Overview and Submission Guidelines:
<p>4</p> <p>COURSE TOPICS</p>	<p>A. Measurable module outcomes/objectives</p> <p>B. Measurable module outcomes/objectives</p>	<p>CO2, CO4</p>	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted



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Week / Module #	Weekly/Module Outcomes	Course Objectives Measured	Course Activities & Assignments
	C. Measurable module outcomes/objectives		<ul style="list-style-type: none"> • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF) • View PowerPoint lecture slides <p>Deliverables (Graded):</p> <ul style="list-style-type: none"> • Discussion Forum for Week 4 • Quiz
5 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives.	CO2, CO4	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF) • View PowerPoint lecture slides <p>Deliverables (Graded):</p> <ul style="list-style-type: none"> • Discussion Forum for Week 5
6 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives	CO2, CO4, CO5	<p>Read:</p> <p>Text: Chapters and pages Course Materials on Blackboard</p> <ul style="list-style-type: none"> • Watch video posted • Read & Understand the Syllabus posted • Read & Understand the online policies and procedures • Read lecture notes (PDF)



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Week / Module #	Weekly/Module Outcomes	Course Objectives Measured	Course Activities & Assignments
			<ul style="list-style-type: none"> View PowerPoint lecture slides <p>Deliverables (Graded):</p> <ul style="list-style-type: none"> Discussion Forum for Week 6
<p>7</p> <p>COURSE TOPICS</p>	<p>A. Measurable module outcomes/objectives</p> <p>B. Measurable module outcomes/objectives</p> <p>C. Measurable module outcomes/objectives</p>	<p>CO3, CO5</p>	<p>Read:</p> <p>Text: Chapters and pages</p> <p>Course Materials on Blackboard</p> <ul style="list-style-type: none"> Watch video posted Read & Understand the Syllabus posted Read & Understand the online policies and procedures Read lecture notes (PDF) View PowerPoint lecture slides <p>Deliverables (Graded):</p> <p>MIDTERM</p>
<p>8</p> <p>COURSE TOPICS</p>	<p>A. Measurable module outcomes/objectives</p> <p>B. Measurable module outcomes/objectives</p> <p>C. Measurable module outcomes/objectives</p>	<p>CO3, CO5</p>	<p>Read:</p> <p>Text: Chapters and pages</p> <p>Course Materials on Blackboard</p> <ul style="list-style-type: none"> Watch video posted Read & Understand the Syllabus posted Read & Understand the online policies and procedures Read lecture notes (PDF) View PowerPoint lecture slides <p>Deliverables (Graded):</p> <ul style="list-style-type: none"> Discussion Forum for Week 8



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Week / Module #	Weekly/Module Outcomes	Course Objectives Measured	Course Activities & Assignments
9 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives	CO5	Read: Text: Chapters and pages Course Materials on Blackboard <ul style="list-style-type: none">• Watch video posted• Read & Understand the Syllabus posted• Read & Understand the online policies and procedures• Read lecture notes (PDF)• View PowerPoint lecture slides Deliverables (Graded): <ul style="list-style-type: none">• Discussion Forum for Week 9
10 COURSE TOPICS	A. Measurable module outcomes/objectives B. Measurable module outcomes/objectives C. Measurable module outcomes/objectives	CO3, CO5	Read: Text: Chapters and pages Course Materials on Blackboard <ul style="list-style-type: none">• Watch video posted• Read & Understand the Syllabus posted• Read & Understand the online policies and procedures• Read lecture notes (PDF)• View PowerPoint lecture slides Deliverables (Graded): <ul style="list-style-type: none">• Discussion Forum for Week 10



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Subject to Change Notice:

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change

Syllabus Disclaimer:

The instructor views the course syllabus as an educational understanding between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your SBU email and the course site Announcements often.



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DISCUSSION FORUM GRADING RUBRIC

QM Standard 3:
Evidence that the instructor has stated the criteria for evaluation of all graded work may be in the form of a detailed checklist, rubric, or other instrument for identifying the various levels of learner mastery

Criterion	4	3	2		
	100	90–99	80–89		
Complete	Answer incorporates all elements of the discussion forum question	Answer incorporates most elements of the discussion forum question	Answer incorporates some elements of the discussion forum question	Does not answer the question	
Quality of response	Post presents an excellent understanding of discussion forum topic(s) through well-reasoned and critical reasoning; post is substantively factual and supported by appropriate references from the readings or course materials	Post presents a good understanding of discussion forum topic(s) through well-reasoned and critical reasoning; post is substantively factual but is not supported by appropriate references from the readings or course materials	Post presents limited understanding of discussion forum topic(s); post incorporates basic examples but is not substantive or supported by references to the readings or course materials	Post presents only bare understanding of the discussion forum topic(s); post is incomplete, off-topic, incorrect, or irrelevant to the discussion activity	
Comments to others	Responses are analytical of others' posts; extends meaningful discussion by building on previous posts	Comments on postings of others with some further analysis or observations	Responses are shallow contributions to discussion (e.g., "I agree" or "I disagree") without any analysis of the content; does not enrich or further discussion	Does not post comments to others	
Participation	Contributes regularly and on a timely basis; meets or exceeds minimum requirement for responses to classmates; always observes proper online etiquette (is respectful, courteous, and professional)	Contributes occasionally and on a timely basis; meets the minimum requirement for replying to classmates; observes proper online etiquette	Contributes infrequently and not on a timely basis; does not meet requirement for replying to classmates or always observe proper online etiquette	Does not contribute to discussion on a timely basis or observe proper online etiquette or both	
<p>Note: Criteria are evaluated on a 4-3-2-1 basis. Total rubric points are converted first to a letter grade and then to a numerical equivalent based on a 0–100 scale: 14–16 = A (93–100); 13 = A– (90–92); 12 = B+ (88–89); 10–11 = B (83–87); 9 = B– (80–82); 8 = C+ (78–79); 6–7 = C (73–77); 5 = C– (70–72); 2–4 = D (60–69); 0 or 1 = F (below 60).Total:</p>					