 Course ID Name

Fort Hays State University   
< Insert College Here>

Department of Chemistry

<Insert Instructor’s Name Here>

| **1. COURSE INFORMATION** |
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| **1.1. Credit Hours** | 3 |
| **1.2. Semester and Year** |  |
| **1.3. Course Prerequisites** |  |
| **1.4. Location of Class**  (Aligns with OSCQR standard [1.7](https://oscqr.suny.edu/standard7/)) | Online via the FHSU Blackboard System |
| **1.5. Class Time**  (Aligns with OSCQR standard [6.48](https://oscqr.suny.edu/standard48/)). |  |

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| **2. INSTRUCTOR INFORMATION** |

Instructor Information aligned with OSCQR standard [1.10 & Support **RSI**](https://oscqr.suny.edu/standard10/)

2.1. Instructor Contact Information

|  |  |
| --- | --- |
| Name |  |
| Title | Professor |
| Office Location |  |
| Office Hours | TBA |
| Email Address |  |
| Phone Number |  |
| Other contact information |  |

2.2. Contact Procedure and Policy:

2.3. About the Instructor:

* Education and Teaching Background:
* Research Areas of Interests:

2.4. Graduate Teaching Assistant or Department Secretary Contact Information (if applicable)

* + - Name
    - Title
    - Office Location
    - Office Hours (Face-to-face or virtual, include virtual office hours for online courses if available)
    - Email Address
    - Phone Number
    - Fax Number
    - Other contact information if applicable (Skype, Facebook, Twitter, etc.)

| **3. TEXTBOOK AND COURSE MATERIALS** |
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Textbook and Course Materials information aligns with OSCQR standards 1.8, 4.32

3.1. Required Textbook(s): (Aligns with OSCQR standards [1.8](https://oscqr.suny.edu/standard8/), [4.32](https://oscqr.suny.edu/standard32/)).

3.2. Supplementary Book(s) and Article(s): (Aligns with OSCQR standards [1.8](https://oscqr.suny.edu/standard8/), [4.32](https://oscqr.suny.edu/standard32/)).

3.3. Computer Requirements: (Aligns with OSCQR standards [1.8](https://oscqr.suny.edu/standard8/), [2.11](https://oscqr.suny.edu/standard11/), [2.14](https://oscqr.suny.edu/standard14/), [2.15](https://oscqr.suny.edu/standard15/))

Please refer to the [TigerTech webpage](https://fhsu.edu/tigertech/new-student-information/) to check the requirements. If you have any technical issues, contact FHSU TigerTech 785-628-3478, notify to the instructor. (Aligns with OSCQR standard [1.6](https://oscqr.suny.edu/standard6/) & supports **RSI**).

| **4. COURSE DESCRIPTION** |
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4.1. Course Description: (Aligns with OSCQR standard 1.2 & supports **RSI**).

4.3. Recommendations for Success:

| **5. COURSE LEARNING OUTCOMES** |
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5.1. Course Learning Outcomes/Objectives: (Aligns with OSCQR standard 1.9)

5.2. Prerequisites:

5.3. Course Expectations and Regular and Substantive Interactions:

* Course Expectations (Aligns with OSCQR standards [5.38](https://oscqr.suny.edu/standard38/) & supports **RSI,** [1.8](https://oscqr.suny.edu/standard8/), [5.39](https://oscqr.suny.edu/standard39/) & supports **RSI**, [6.48](https://oscqr.suny.edu/standard48/)).
* Regular and Substantive Interactions (Aligns with OSCQR standards [1.3](https://oscqr.suny.edu/standard3/), [4.29](https://oscqr.suny.edu/standard29/), [5.38](https://oscqr.suny.edu/standard38/), [5.39](https://oscqr.suny.edu/standard39/), [5.41](https://oscqr.suny.edu/standard41/), [5.43,](https://oscqr.suny.edu/standard43/) support **RSI**)

| **6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE** |
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6.1. Delivery Method: (Aligns with OSCQR standard [1.7](https://oscqr.suny.edu/standard7/))

Online, via the [FHSU Learning Management System, Blackboard](https://blackboard.fhsu.edu/)

6.2. Instructional Approach :

6.3. Course Structure:

| **7. COURSE SCHEDULE** |
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Course Schedule information aligned with OSCQR standard [1.2](https://oscqr.suny.edu/standard2/) & supports RSI

*This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students’ interest and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site. If time is mentioned in the course, it refers to the Central Time Zone.*

| Week # & Range of Dates | Topics | Learning Resources | Assignments | Due Date |
| --- | --- | --- | --- | --- |
| Week 1  () |  | Learning Resources aligned with OSCQR standard [4.29](https://oscqr.suny.edu/standard29/) & support RSI) | Assignments aligned with OSCQR standard [4.30](https://oscqr.suny.edu/standard30/), [4.31](https://oscqr.suny.edu/standard31/) & support RSI) |  |
| 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  () |  |  |  |  |

| **8. ASSESSMENT METHODS AND GRADING SCALE** |
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Assessment methods and grading scale descriptions (aligns with OSCQR standards [5.39](https://oscqr.suny.edu/standard39/), [6.44](https://oscqr.suny.edu/standard44/))

There are xxx points for this course. The grade you earn for this course depends on the total number of points you earn throughout the semester. The assessment methods and grading scale are as follows:

| Assessment Methods | How Many | Unit Points | Total Unit Points | Percentage |
| --- | --- | --- | --- | --- |
| Discussions |  |  |  |  |
| Presentations |  |  |  |  |
| Assignments |  |  |  |  |
| Quizzes |  |  |  |  |
| Final Exam |  |  |  |  |
| *Total Points* |  |  |  | 100% |

900 – 1,000 = A (90.00% and above)

800 – 899.99 = B (80.00%–89.99%)

700 – 799.99 = C (70.00%–79.99%)

600 – 699.99 = D (60.00%–69.99%)

<600.00 = U (below 60.00%)

1. Discussions: <insert here a brief description of this assessment method>
2. Quizzes: <insert here a brief description of this assessment method>
3. Mini Projects<insert here a brief description of this assessment method>
4. Final Project: <insert here a brief description of this assessment method>

**Note:** 1) If a Proctor Form is required for a Virtual College course:

| **9. STUDENT HELP RESOURCES [OSCQR standards 1.6]** |
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Students have access to academic services, technical support and student services at Fort Hays State University. You can find the resources online at [FHSU Blackboard Student Tutorials](http://www.fhsu.edu/learningtechnologies/BlackboardStudentTutorials/)

For more information you can contact TigerTech at 785-628-3478 or [FHSU TigerTech](https://www.fhsu.edu/tigertech/)

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| **10. COURSE POLICIES** |

10.1. Class Attendance: (Aligns with OSCQR standards 1.3 & supports RSI, [1.5](https://oscqr.suny.edu/standard5/))

10.2. Class Participation:(Aligns with OSCQR standards [5.38](https://oscqr.suny.edu/standard38/) & supports RSI, [1.8](https://oscqr.suny.edu/standard8/), [5.39](https://oscqr.suny.edu/standard39/) & support RSI, [6.48](https://oscqr.suny.edu/standard48/) )

10.3. Assignment Due Date: (Aligns with OSCQR standard [6.44](https://oscqr.suny.edu/standard44/))

10.4. Procedures for Assignment Submission:

10.5. Test Make-ups: (Aligns with OSCQR standard [6.44](https://oscqr.suny.edu/standard44/))

10.6. Bonus Points or Extra Credit (Aligns with OSCQR standard [6.44](https://oscqr.suny.edu/standard44/))

10.7. Collaboration Procedures: (Aligns with OSCQR standard [6.42](https://oscqr.suny.edu/standard42/))

10.8. Netiquette: (Aligns with OSCQR standard [5.39](https://oscqr.suny.edu/standard39/))

Be Accurate

Always provide clear and consistent information based on research and fact.

Be Respectful

It’s okay to disagree but be polite and constructive in your manner.

*No defamatory or harmful information about any individual – including students, colleagues, faculty, or administrators will be tolerated. All such content will not be tolerated and may result in the removal of the violator from the social media site at the discretion of the instructor.*

Remember – Anything that’s not appropriate for the classroom or the evening news is not appropriate online.

Be Transparent

Note that any opinions expressed are your own and communicate professionally and appropriately. Your instructor will likewise follow these guidelines: Anything that the instructor says is strictly his/her opinion and is not speaking on behalf of FHSU.

Safeguard others’ privacy

When telling stories about real students and classroom, school, and district challenges, *don’t* identify the location, names, job titles, or any other personal information protected by state and federal privacy laws. HIPAA guidelines are to be followed at all times

| **11. UNIVERSITY POLICIES** |
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Listed University Policies below aligns with OSCQR standard [1.5](https://oscqr.suny.edu/standard5/), [1.6](https://oscqr.suny.edu/standard6/) & support RSI.

11.1. [Academic Honesty](https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/)

11.2. [Attendance](http://www.fhsu.edu/academic/provost/handbook/ch_2_instructional_procedures/)

11.3. [Withdrawal](https://www.fhsu.edu/academic/provost/handbook/ch_7_change_enrollment/)

11.4. [Student Accessibility Services](http://www.fhsu.edu/accessibility/)

*Special Learning Conditions/Accommodations:*

*Fort Hays State University, in accordance with The Americans With Disabilities Act, provides assistance and resources for students with disabilities. The Student Accessibility Services office is located within Health and Wellness Services in the Fischli-Wills Center for Student Success, Room 301, 785-628-4401. This is the appropriate office for students, faculty or staff to contact to verify and notify the University of a student's documented disability. After verification of a documented disability, the Student Accessibility Services office will initiate a request for services. Students should contact the instructor within the first two weeks of class if they require special accommodations for test taking, carrying out assignments, or any other need for assistance.*

The proper process for students wishing to receive academic accommodations in their course work begins with a self-disclosure to our office.  We then work directly with the student to identify specific accommodations.  These accommodations are shared through an accommodation letter that is sent directly to the student.  The student is then responsible to advocate for their accessibility needs directly with their faculty member.  Remember that accessibility verification materials are often medical in nature and should be shared through the Student Accessibility Services office to safeguard private documents for students and faculty.

Please contact our office at any time if you have questions or concerns.

Jennifer Pfeifer

Student Accessibilty Services Advisor

Health and Wellness Services

Fischli-Wills Center for Student Success

Third Floor, Room 301

(785) 628-4401 Office | (785) 628-4412 Fax

[jrpfeifer5@fhsu.edu](mailto:jrpfeifer5@fhsu.edu) |

11.5. [Kelly Center Support Services](http://www.fhsu.edu/kellycenter/)

11.6. [Title IX Policy](https://www.fhsu.edu/president/Compliance-Office/Title-IX-Policy/index)

FHSU is committed to fostering a safe and productive learning environment. Title IX makes it clear that violence and harassment based on sex, gender, and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. This includes all types of gender and relationship violence, sexual harassment, sexual misconduct, domestic and dating violence, and stalking. If you wish to report an incident or have questions about school policies and procedures regarding Title IX issues, please contact Amy Schaffer, University Compliance Officer and the FHSU Title IX Coordinator, at alschaffer@fhsu.edu or (785) 628-4175. The Compliance Officer can help connect you to campus and outside resources, discuss all of your reporting options, and assist with any concerns you may have.

11.7. [Career Services](http://www.fhsu.edu/career/)

11.8. [Technology Services](https://www.fhsu.edu/technology/)

11.9. [Smarthinking](http://www.fhsu.edu/virtualcollege/smarthinking/)

| **12. ADDITIONAL ITEMS REQUIRED BY DEPARTMENT/COLLEGE IF APPLICABLE** |
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| **13. ADDITIONAL ITEMS NEEDED BY INDIVIDUAL INSTRUCTOR IF APPLICABLE** |
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