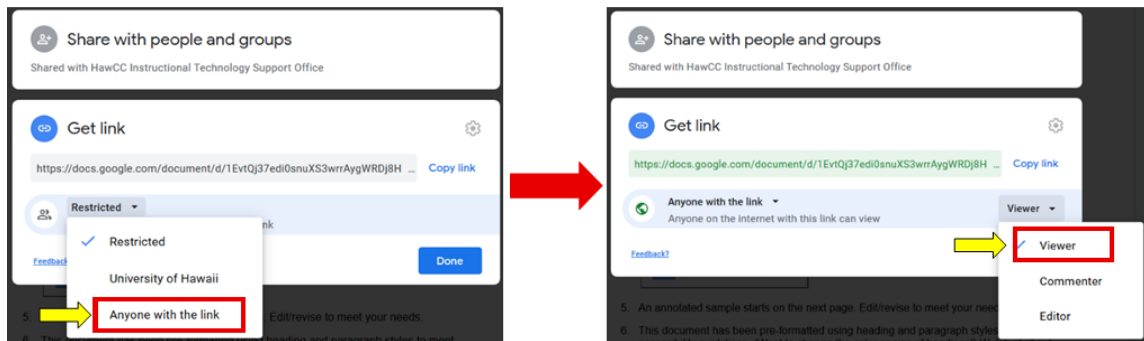


Course Syllabus Template

(Rev. August 2020)

Instructions:

1. By opening this file you have already made a copy to your “My Drive,” and changes made in this document will not affect the template file.
2. Before editing, rename your file (Click where it says “Online Course Syllabus Template) in the top left and simply replace it with your desired file name. Once you click out of that box, the new file name will be saved.
3. If you already created a folder to hold course materials, move this file into that folder (File > Move).
4. Click on the blue Share button at the top right, click on “Change link to University of Hawaii” at the bottom of the second pop up window, then change “Restricted” to “Anyone with the link” and set access to “viewer.”



5. An annotated sample starts on the next page. Edit/revise to meet your needs.
6. This document has been pre-formatted using heading and paragraph styles to meet accessibility guidelines. (Want to change the color or size of headings? Watch at about the 7-minute mark of this [demo video](#).)
7. *Red italicized text* indicates sample text, notes, and/or explanations. Be sure to replace/delete this text before finalizing your syllabus.
8. Much of the text included in the template are “blurbs” that we have created to relieve you from having to “start from scratch.” You may use or modify the wording to your liking.
9. When you are ready to link your syllabus to Laulima, click on the blue Share button at the top right, then click on the “Get shareable link” in the top right of the pop-up window. Create a Web Content tool in Laulima, rename it “Syllabus” and link it to the copied URL.

Make sure to delete this page *BEFORE* linking your syllabus to Laulima.

Course Syllabus

Course code (alpha #): Course Title
Semester

Welcome

Welcome students and briefly explain the course topic(s).

Instructor Information

- **Instructor:** *Dr. Jane Doe*
- **Office:** *Manono Campus, Building xxx Room xxx*
- **Office Hours:** *Monday through Friday, 9 am to 10:30 am*
- **Phone:** *(xxx) xxx-xxxx*
- **Email:** *janedoe@hawaii.edu* or use Lulima Messages tool
- **Department Chair:** *name, email*

If you are on campus feel free to visit me at my office during my office hours, or call my office phone. However, the easiest way to communicate with me is via email. Log in to our course site in Lulima, click on the Messages tool and send me an email message. You can expect a response within 24 hours on weekdays. I'll respond by Monday if you send an email over the weekend. Remember, you can also post questions for your classmates in _____ (*provide topic in Forums tool if applicable - for example, "the Class Questions topic in the Forums tool"*).

Course Information

Course Description

Provide a brief course description/overview.

Course Content

List major topics covered.

Academic Preparation

List any relevant prerequisites, corequisites, recommended preparations, etc.

Course Learning Outcomes

List course learning outcomes.

Course Format

This is an asynchronous, online class conducted in Lulima. Asynchronous means there are no face-to-face class meetings, or any set meeting times except for meetings you request. You are only required to come to campus once for *two proctored exams*. However, you are welcome to contact me if you would like to schedule a phone, on campus (in person) or online meeting for individual assistance.

This course is organized into weekly modules. Each module will open on *Sunday, 8 AM* with the exception of the first module which will open on the first day of the course. (Note: All times in this course refer to Hawai'i Standard Time.)

Course content will be delivered through:

- online readings and videos
- guided online activities
- various worksheet and hands-on tasks
- online discussions
- projects

You are expected to access the Lulima course site, obtain materials, and complete class activities on a regular basis, just as students would take the time each day in a face-to-face class.

It is highly recommended that you have regular access to a reliable, high speed broadband Internet connection for this class (see Technology Requirements section for more information).

Required Materials and Technology

Textbook, OER Resources or Recommended Materials

- Resource 1
- Resource 2

Supplies

- Supply 1
- Supply 2

Required Technology and Skills

You are expected to have regular access to a computer with internet access. You should also have a lifeline computer identified - a computer that you can use in case your computer is not working, or if you lose your internet connection. A campus computer may serve as your lifeline,

but keep in mind hours of operation. Always remember to save materials frequently, and to keep a record of all correspondence you submit, including emails and assignment submissions.

Note: UH does not currently recommend the use of mobile devices with Lualima. Full access is available via most desktop or notebook computers. Limited access may be possible through smart phones, tablets and other mobile devices, but these devices are not recommended for testing or graded submissions.

Required Hardware and Software

List hardware, software, or plug-ins required in your course.

- A reliable Windows or Mac desktop or laptop (no more than 5 years old)
- Reliable high-speed (Cable or DSL) Internet connection
- A recent version of Firefox Browser. [Download Firefox for free](#) if you don't have it.
- [Adobe \(Acrobat\) Reader](#). Download is free.

Technical Skill Requirements

To be successful in online classes you will also need to have a good foundation of basic computer skills, including those listed below. If you need a refresher, the links will take you to free tutorials at the [GCFLearnFree website](#). (FYI- you may want to take note of their website for future reference; they have tutorials covering a wide range of topics.)

List technical skills learners must have to be successful in the course.

- [navigate the internet](#) (especially [using the Firefox browser](#))
- use a [link](#) or a given [URL](#) to access an internet site
- [use a search engine](#) to locate desired items on the internet
- use a word processor (i.e., [Microsoft Word](#), [Google Docs](#))
- create, send, read, and reply to [email](#) messages

In addition, since this course will involve learning to use a complex technology tool (Lualima), it is expected that you have a good understanding of:

- [file formats](#) and [file management](#)
- [how to upload/download various file formats](#)
- computer and internet terminology

Here are some [extra tips](#).

Grading Policies

Provide information to explain how students will earn their grades. Some common topics are included below. Other topics could include: other assessment categories, feedback turnaround times, extra credit, accommodations, etc.

Please review the following information for your class grade:

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

Late Work Policy

You are expected to complete all assignments and tasks. You are responsible for reading and understanding assignment instructions and deadlines. All deadlines are clearly indicated in each week's module/lesson, and all activities have detailed instructions. Be sure you read the directions carefully and complete each required step by the deadline if you expect full credit.

You have one day after the due date to turn in late work; all late work will be reduced by half of the point value, and late essays will be reduced by one letter grade. If at any time you are unclear of a deadline or instruction, just ask.

Proctored Activity

While this online class will not require you to come to campus for any class meetings, you will be required to go to an approved testing center to take *two proctored tests*. You may take proctored tests at any of the [UH Testing Centers](#) located statewide.

On the Big Island, your testing centers include:

- Hilo
 - Hawai'i CC - Manono Campus
[Hale Kea Advancement & Testing Center](#)
Building 387
1175 Manono St , Hilo, HI 96720
Phone: 934-2540
 - University of Hawai'i at Hilo
[UH Hilo Testing Services](#)
PB9 Room 6
200 W. Kāwili St., Hilo, HI 96720
Phone: 932-7882
- Honoka'a
 - [Kō Education Center](#)
(formally called the North Hawai'i Education and Research Center)
45-539 Plumeria St. Honoka'a, HI 96727
Phone: 775-8890
- Kona
 - Hawai'i CC-Pālamānuī
[Library & Learning Center](#)

Kaliko (502) Room 148
73-4225 Ane Keohokalole Hwy, Kailua-Kona, HI 96740
Phone: 969-8830

Prior to your test, I will submit instructions to the testing centers. It will include instructions and the password for them to administer the test to you. You should contact your preferred testing center early in the semester to verify location and testing hours. Also be aware that some testing sites require appointments. You **MUST** bring a PHOTO ID to take a proctored test.

IMPORTANT: Testing instructions will only be sent automatically to test centers on the Big Island. Please let me know no later than two weeks prior to a test if you would like to take it at a testing center not located on the Big Island.

If you choose to provide ProctorU (paid service) as a proctored testing option, make sure to include information here. (Go to ITSO's ProctorU information site to learn more.)

Plagiarism

In an effort to foster a spirit of honesty and integrity during the learning process, Hawai'i Community College requires that the submission of all course assignments represent the original work produced by that student.

Scholarly writing: The faculty at Hawai'i Community College is dedicated to providing a learning environment that supports scholarly and ethical writing, free from academic dishonesty and plagiarism. This includes the proper and appropriate referencing of all sources. You may be asked to submit your course assignments through [Turnitin](#), an online resource established to help educators develop writing/research skills and detect potential cases of academic dishonesty. Turnitin compares submitted papers to billions of pages of content and provides a comparison report to your instructor. This comparison detects papers that share common information and duplicative language.

Include any consequences for plagiarism. For example: "For this course, any plagiarized assignment will receive an automatic F on the assignment in question. Students who plagiarize more than one assignment will receive an F for the course."

Student Expectations and Responsibilities

Success in this class is based in part on your understanding and commitment in meeting the following course expectations:

Class Participation

You are hereby invited to participate in this supportive, cooperative, collaborative learning environment where all members (students and instructor) are recognized as important contributors and resources. I encourage you to work together in the pursuit of academic excellence. Academic excellence can be pursued and achieved by each and every one of you.

Recognize that you are a valued member of this community of learners. You bring to the class your unique experiences, ideas, and knowledge that can enrich others' learning experiences. As a member of this learning community, you are expected to actively participate in the class. Ask questions, participate in discussions, and offer your thoughts.

Please be prepared to contribute to this class by keeping current with reading and writing assignments. Each week, we cover a significant amount of information, and the lessons you will learn build upon each other. Please plan on spending *8-10 hours (8-10 is the guideline for a general 3 credit lecture course. Please adjust if necessary, for your course.)* per week minimum for the lessons and assignments. Be sure to plan enough time to thoroughly go through all materials presented each week. Don't just click around or you might miss critical information. Read carefully, and ask questions whenever necessary. Your questions are welcomed and encouraged. Also, don't worry about making mistakes - making mistakes is just another way we learn.

If you are experiencing a problem, don't wait to speak up and ask for help. Post general questions to the discussion board (private issues should be sent to me directly via Messages). General questions sent to me via Messages may also be re-posted on the discussion board so that everyone in the class can benefit from the question and answer.

In reality, I understand that life happens regardless of class, so please talk with me if you are having trouble keeping up with the lessons and course work to see if we can find a solution that will allow you to complete the class.

Professionalism

Netiquette (online etiquette) refers to online behavior, and the following are general guidelines to follow to practice proper netiquette:

- Do not use all CAPS in online communication. ALL CAPS usually indicate that the writer is shouting, and this could set up an uncomfortable situation.
- Use correct spelling, capitalization and punctuation in ALL correspondence. Do not use "texting" language.
- Be respectful to each other and choose your words carefully. When communicating online, words can be misunderstood. Make sure to proofread before posting and consider how someone might misinterpret them.
- Express differences of opinion in a polite and rational way.
- Maintain an environment of constructive criticism when commenting on the work of other students.
- Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities.
- If you ever receive an email or response in discussions that is not appropriate, please contact me immediately. I have a no tolerance policy to anything that appears to be harassing, impolite, insulting or which uses profanity. Situations like this may be referred to the Dean and corrective action will be taken.

Systemwide Student Conduct Code

To support a positive and safe learning environment, all students are required to adhere to the [Student Conduct Code](#):

The Student Conduct Code includes acts of academic dishonesty. Acts of dishonesty, include but are not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any UH official, faculty member, or office.
3. Forgery, alteration, or misuse of any UH document, record, or form of identification.

Alleged violations of the Student Conduct Code are taken seriously and may be reported to administration for investigation and disciplinary action.

Hawai'i CC Student Conduct Code

Hawai'i CC supports a positive educational environment that will benefit student success. In order to ensure this vision, Hawai'i CC has established the Hawai'i CC Student Code of Conduct to ensure the protection of student rights and the health and safety of the community, as well as to support the efficient operation of all programs. All currently enrolled students at Hawai'i CC are required to abide by the Student Code of Conduct. A copy of the most current [Student Code of Conduct can be found on the college website](#).

Online Safety

Avoid becoming a victim of phishing scam or identity theft. All email messages that appear to come from a college, university, bank, credit union, credit card company or similar organization and asks you to provide personal information and/or your account and password, either directly or through a false login screen, should not be trusted. DO NOT REPLY! Never give out your password to anyone!

If you question the validity of an email, please check [the UH ITS Alert website](#).

You can also [report a suspicious email](#) regarding University of Hawai'i.

Emergency Broadcast Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or closures of whole campuses. It will not be shared with others or used for routine UH communications or announcements.

[Log in to UH Alert to sign up](#) to receive emergency alerts.

Please note: Message and data rates may apply

Financial Aid

If you are receiving financial aid and are contemplating not completing the semester, BEFORE you withdraw it is highly recommended that you contact the Financial Aid Office at (808) 934-2712 or email them at hawccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

College Policies

Attendance Policies

According to policy [HAW 7.505](#), if a student doesn't do the required work or otherwise contact the faculty member online in the first week of the semester, the student will be dropped from class. If a student doesn't come into the course and participate meaningfully during a consecutive two week period, he/she will receive an "F" grade if the student does not officially withdraw from the class by the published deadline. It is the student's responsibility to be aware of this attendance policy and the consequences of nonattendance.

Academically-related activities include, but are not limited to:

- Submitting an assignment.
- Taking an exam, tutorial or computer-assisted instruction.
- Participating in an online discussion about the course.
- Initiating contact with a faculty member regarding the course material.

Academically-related activities do not include:

- Logging in to a distance education course without any other active participation.
- Academic counseling or advising.

Disability Services

Hawai'i Community College and the UHCWH are committed to provide equal access to the campus, classes, and programs for students who have disabilities. If you have a documented disability and/or related access needs, please contact:

- Disability Services Counselor
Manono Campus, Bldg. 379 Rm. 11A
Phone: (808) 934-2825 [Voice/TTY]
Email: hawccds@hawaii.edu
Website: [Hā'awi Kōkua Program](#)

The Hā'awi Kōkua Program can provide disability-related support for you to be successful in this class. If you are a student who needs to have an accommodation, please discuss your needs and make your request in a timely manner.

If Hawai'i Community College is not your home campus, please contact the appropriate offices on your home campus to access disability-related support and services.

MySuccess Early Alert Program

I want every student to be successful in my class. Additionally, I want to make sure that all students have access to the resources they need to be successful. Therefore, if I feel you need extra support outside of my classroom, I may refer you to this service.

Privacy and Confidentiality

Out of respect for your privacy, I will maintain confidentiality about comments and discussions made by students in class and I expect all students to do the same. However, this online course may be analyzed for evaluation and assessment purposes. Should this occur, college faculty and staff will have access to course materials and student discussions.

Grades will be kept confidential, and I will do my best to respect students' requests that their course materials be kept confidential. However, if bullying or inappropriate material appears, I reserve the right to share these materials with the UH administration.

Right to Resolve Academic Grievance

Any student who believes that a faculty member has acted improperly or in a manner otherwise inconsistent with the faculty member's responsibilities or the student's customary academic expectations, may initiate action to achieve a remedy. Read more about the policy in the college catalog, or on the Hawai'i Community College website under "Student Academic Grievance Policy."

Title IX

The University of Hawai'i is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community. Here are some of your options:

If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact:

- Kate De Soto, LCSW
Licensed Mental Health Therapist/Confidential Resource
Call (808) 934-2706 to schedule an appointment or email kdesoto@hawaii.edu

Please visit the [Title IX website](#) for more additional resources and campus contacts.

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, please visit the University's [Title IX resources and the University's Policy, Interim EP 1.204](#) and our [College TitleIX website](#).

Where to Get Help

Provide students with information and/or links to academic, student, and technical support services available to assist students.

If at any time you need support or assistance, seek help immediately. See below for a list of links and/or phone numbers of support services available in person, by phone, or online to help you.

Laulima & Computer Assistance

I want each of you to succeed in this course, and if you run into trouble and need technical assistance, please refer to the following resources:

- Built-in Help tools - Click on the help tool located in the course tool list or the “Help” button located at the top right corner of select Laulima pages to access the help database.
- “Help” tools in the course tool list.
- Request Assistance (bottom of any Laulima page) - submit an online form and receive an email response from UH Laulima Support.
- UH ITS Computer Help Desk - Available 24 hours a day, 7 days a week, including holidays at 1-800-558-2669 (toll free).

Tutorial Services

Free tutorial services for various subjects are available at:

- UH-Hilo Campus at [The Learning Center](#)
- Pālanui Campus at the [Library & Learning Center](#)
- Online tutorial services are also available through
 - [Tutor.com](#)
 - UH Mānoa's [Online Learning Academy](#)

Counselor Assistance

Hawai'i Community College counselors are available if you have any issues which may negatively impact your ability to successfully complete this course. Please visit [Counseling](#) or call (808) 934-2720 (Manono), 808-969-8816 (Pālanui) to make an appointment.

Mental Wellness and Personal Development

The Mental Wellness and Personal Development Service aims to assist the students of Hawai'i Community College enhance their resilience while building on their existing strengths and honoring their individuality. Confidential counseling/therapy services are available for free to enrolled students from all Hawaii CC campuses. Visit the [Mental Wellness and Personal Development webpage](#) for more information or email mwpd@hawaii.edu to schedule.

General Course Calendar

The course syllabus, outline, assessment, or other facets of this class are subject to changes if certain unusual circumstances occur. Advance notices of such changes will be given when possible.

Learning Activities Outline and Homework Schedule

Week	Topic/Lesson	Assignments/Activities
Week 1 (Dates)	<i>What you will be teaching each week that ties to the objectives and competencies of the week (chapters, themes, etc.) Use bullets or numbering for multiple topics.</i>	1. <i>Assignment 1</i> 2. <i>Assignment 2</i> 3. <i>Assignment 3</i>
	1.	1.
	1.	1.
	1.	1.

Add/Drop/Withdrawal Dates

[View the Academic Calendar](#) for a complete list of important semester dates.

Date	Add/Drop/Withdrawal Info
<i>Tuesday, January 15, 2019</i>	<ul style="list-style-type: none">• Last day to receive 100% Tuition Refund for withdrawal from semester-length classes. NOTE: Students who register and decide to not attend, must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on the permanent academic record for the class(es) not attended• Last day to receive Fees Refund for withdrawal from all UH system classes.
<i>Wednesday, January 30, 2019</i>	<ul style="list-style-type: none">• Last day to receive 50% Tuition Refund for withdrawal from semester-length classes.• Last day to withdraw without a “W” grade (full-semester length courses courses).
<i>Monday, March 25, 2019</i>	<ul style="list-style-type: none">• Last day to withdraw from full-semester length courses with a “W” grade.• Last day to exercise the Credit/No Credit option (CR/NC).• Last day to submit application to Audit classes.