**EMC 101 Online Course Syllabus**

Instructor

(Insert your name) [first.last@estrellamountain.edu](mailto:first.last@estrellamountain.edu)  
(Insert your phone number)

Course Information

Title, prefix, course number and section number(s)

Academic term and year

Insert the On-line office hours

Required Textbook and Supplies

|  |  |
| --- | --- |
| https://encrypted-tbn3.google.com/images?q=tbn:ANd9GcTl5rrTu4rxAK5fABzR4C8xjhnV2XuVmjHswTHTRFFv6TbkuUft  **Please insert textbook image** | Title of your textbook/version  Author's name  ISBN  **Optional:** One USB Mobile Drive (storage stick) One Microphone (some assignments will require voice answers)  Order your books from the [Bookstore at EMCC](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10383) |

Course Description

(Insert your Course Description <http://www.dist.maricopa.edu/academic/curric/> )

Learning Outcome(s)

(In one sentence describe to the student 'what is the gist' of what the student should be able to do as a result of taking this course.)

Course Competencies

(List the Course Competencies <http://www.dist.maricopa.edu/academic/curric/> )

Class Participation Policy

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester.

Timely completion of the required assignments is extremely important to your success. *We recommend that you plan on working a minimum of three hours per credit hour, per week on homework assignments to ensure your success in this course.* (For example: 3 credits x 3 hours = 9 hours per week minimum).

All work must be submitted electronically from the Assignments area or posted on the appropriate communication tool (discussion board, blog, wiki, or voice board) on or before the due date. Non-participation or failing to submit 2 or more weekly assignments during the first week of the semester will cause you to be withdrawn from the class. Failing to submit 4 or more assignments by the required due date during the course semester will result in a failing grade.

If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record. \*No extensions are granted in online courses.

Communication Policy

Every MCCCD student has been issued an active Maricopa Gmail account through My.Maricopa.edu. All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. Please visit **Gmail at Maricopa** at <http://www.estrellamountain.edu/academics/distance-learning/getting-started> to learn how to setting your Gmail.

Google Gmail is a set of communication tools that includes email, a personal website, chat, and allows the ability to create and share documents, spreadsheets, presentations and calendars in a collaborative fashion. You can start using your e-mail accounts immediately through my.maricopa.edu. We encourage all students to check their new student e-mail regularly or forward their student e-mail to a personal e-mail to ensure that all official college communication is received.

The purpose of this **Students Supporting Students** forum is to create a student support network. You can post questions about the class, ask for assistance or ideas with an assignment, arrange for times to meet or talk with one another. Because you are online at different hours of the day, sometimes a fellow classmate is able to respond faster to a question that you might have than your instructor.

Each student is expected to check and respond to the Students Supporting Students at least once each week of the semester. If you post a question to the forum and do not receive an answer within 48 hours, email your instructor. Very often you will find the needed information in the syllabus, or it will be posted in Canvas.

Group activities such as this discussion board enhance student learning in several ways:

* peer to peer learning helps student achieve a higher level of critical reasoning
* increases student to student and student to content engagement
* research shows effective student social networks support student retention

CANVAS Notifications Policy

CANVAS Notification Preferences allows you to select how and when you want to be notified when various events occur within your course. Students will be notified whenever there is a change in a change in a due date, an updated assignment, or a message sent from within Canvas.

Canvas supports notification through email, SMS text message, twitter, and Facebook. Canvas. You can choose to receive notification alerts immediately, daily, weekly, or never.

Please follow these steps:

* Click the **Setting** tab on the top of orange bar.
* Click **Notifications** locates on the left side of navigation
* Review/update all the notification
* Click **Save Preferences**

Tutorial for [Notification Preferences](http://guides.instructure.com/s/2204/m/4144/l/73162-how-do-i-set-my-notification-preferences)

Technology Policy

Students who take online courses need reasonable computer competence and good study, Internet, and reading comprehension skills to be successful. Skills specific to individual courses may also be required; for example, proficiency with a word processing package may be needed for an online English course.

Please visit **Is Your Computer Ready for E-Learning?** at <http://www.estrellamountain.edu/academics/distance-learning/orientation> for complete list of requirements.

Please refer to the [E-Learning Website](http://www.estrellamountain.edu/academics/distance-learning/orientation) and Canvas tutorials for technology assistance. These resources are found at <http://cm.maricopa.edu/customer_service/>. You are encouraged to review these tutorials as needed throughout the semester.

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Canvas, software, etc. must be directed to the Information Commons in Estrella Hall: 623-935-8150. A 24/7 Maricopa Canvas help desk is available at <http://cm.maricopa.edu/customer_service/>.

It is the student's responsibility to be proficient in using Canvas, its required processes, and Microsoft programs to be successful in an online/hybrid learning environment. Students need to be proactive in ensuring they are skilled in Canvas’ processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

Assignment Policy

All assignments must be word processed. A clear writing style and correct grammar, mechanics, and spelling are expected. Points will be deducted for unclear and/or incorrect writing.

Assignments are posted in Canvase must be submitted on or before the due date. On-line assignments must be posted by (Insert Day) at 10:00 p.m. MST. There are no exceptions for this deadline. All assignments must be submitted online via the appropriate assignment link, discussion board, blog, or wiki.

**Remember: Late assignments will not be accepted.** Failure to complete and/or submit any assignment on time will result in a "0" for that assignment. There are no exceptions.

Assignment Grading Scale

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

Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action.

Academic misconduct includes but is not limited to misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the Student Handbook, Section 2.3.11.

Respect for Others

Familiarize yourself and follow good Netiquette when communicating in the online discussion boards and virtual office hours. "Netiquette" is network etiquette, the do's and don'ts of online communication.

Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The following page link provides links to both summary and detail information about [Netiquette](http://www.albion.com/netiquette/).

Disability Policy

Students with disabilities who believe that they may need accommodations in this class must request accommodations from the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or [drc@estrellamountain.edu](mailto:drc@estrellamountain.edu) When you receive the authorization forms from the DRC, please provide them to the instructor right away.

Disclaimer

All provisions in this syllabus are subject to revision by the instructor. Such revisions, if any, will be announced in class. The student is responsible for making note of all such announcements concerning syllabus revisions and assignments, and, in the case of absence or tardiness, to contact the instructor to determine if any such announcements, revisions, or assignments were made while the student was absent from class.

Academic Support

**We care about your success!** In addition to meeting with your instructor, EMCC students may use the FREE Academic Success Center/Tutoring services located in Estrella Hall South, first floor, to reinforce and supplement classroom instruction. Free of charge on-campus and online tutoring services are available for most courses offered at EMCC. <http://www.estrellamountain.edu/students/tutoring>

**How to get the most from your tutoring sessions:**

* The sooner and the more often you come to tutoring, the better.
* Come prepared. Bring your class notes, textbook, and assignment instructions to your tutoring sessions. Look over the readings, try problems, and/or attempt an essay rough draft. If you can, bring a list of specific questions to tutoring.

**Additional resources that may be beneficial to your success in this class are:**

* [Library](http://www.estrellamountain.edu/library) - Estrella Hall North, First Floor (623) 935-8191
* [Computer Commons](http://www.estrellamountain.edu/students/computer-commons) – Estrella Hall North, First Floor (623)-935-8150
* [Counseling](http://www.estrellamountain.edu/students/counseling) – Komatke Hall (623) 935 -8909
* [Disability Services](http://www.estrellamountain.edu/students/disability-resources) – Komatke Hall (623) 935-8863
* [Veteran Services](http://www.estrellamountain.edu/students/veterans-services) – Komatke Hall (623) 935 -8937

**NOTE: Students will be notified by the instructor of any changes in course requirements or policies.**