George Mason University
College of Education and Human Development
[Program Name]

[Course Prefix] [Course Number].[Course Section Number] – [Course Title (from catalog)]
[#] Credits, [Semester] [Year]
[Meeting Day(s)/Time(s)] [Class Location (Building and Room Number – Campus]

Faculty

Name:	[Full Name]
Office Hours:	[Either specific and/or "By Appointment]
Office Location:	[Building and Room Number, Campus (If none, use Program Office Location.]
Office Phone:	[###-###-####] [Other phone number, if desired]
Email Address:	[xxxxxxx@gmu.edu]

Prerequisites/Corequisites

[Course Prefix and Number, Program restrictions, or "None."]

University Catalog Course Description

[EXACT WORDING from catalog only.]

Course Overview

[Expanded description of course, relevance to Program beyond catalog description, or "Not Applicable." If this is a University designated writing intensive (WI) or research and scholarship intensive (RS) course, please include appropriate description.]

Course Delivery Method

This course will be delivered online (76% or more) using [select either a synchronous or an asynchronous] format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on [Day and/or Time].

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face

class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:
  https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers

  To get a list of supported operation systems on different devices see:
  https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool. [Delete this sentence if not applicable.]
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
  - Adobe Acrobat Reader: https://get.adobe.com/reader/
  - Windows Media Player:
    https://support.microsoft.com/en-us/help/14209/get-windows-media-player
  - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

- Course Week: [Include only the sentence below that is appropriate for the course. Delete the sentence that is not applicable.]
  Because asynchronous courses do not have a "fixed" meeting day, our week will start on [Day], and finish on [Day].
  Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.
- Log-in Frequency:
  Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least [#] times per week. In addition, students must log-in for all scheduled online synchronous meetings. [Include this sentence only if the course is synchronous. Delete the sentence if the course is asynchronous.]
- Participation:

Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.

- Technical Competence:
  Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

- Technical Issues:
  Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

- Workload:
  Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

- Instructor Support:
  Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette:
  The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

- Accommodations:
  Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes or Objectives

This course is designed to enable students to do the following:
[Items should be a numbered list, observable, and written in third person. All objectives MUST remain constant from semester to semester.]

Professional Standards ([Name of relevant Professional and Accrediting Organization(s) or Association(s), if applicable]**)**

Upon completion of this course, students will have met the following professional standards:

[State and enumerate specific standards met through this course or "Not Applicable." This information is available from your Academic Program Coordinator, Division Director, or Accreditation and External Reporting Office.]

Required Texts

[Full citations in format required for all assignments in course (e.g., APA, AMA, Chicago, MLA)]

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

[Further information regarding specific course assignment submission instructions may be inserted here or in one of the applicable categories below.]

- **Assignments and/or Examinations**
  [Description and value/weighting for each course performance evaluation. If applicable, include the notation, "This is a Performance-Based Assessment" or "Fieldwork experience is required."]
  [Note: More detailed descriptions of assignments and rubrics for any Performance-Based Assessment should be included at the end of the syllabus.]

- **Other Requirements**
  [e.g., attendance, participation]

- **Grading**
  [Grading scale appropriate to UG or GR level; grading policies specific to this course.]

Professional Dispositions

See https://cehd.gmu.edu/students/polices-procedures/

[Additional course or program specific language may be added.]

Class Schedule

[Insert Class Schedule here.]

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/.

GMU Policies and Resources for Students

1. GMU Policies and Resources for students
   Policies
   1. Students must adhere to the guidelines of the Mason Honor Code
      (see https://catalog.gmu.edu/policies/honor-code-system/).
   2. Students must follow the university policy for Responsible Use of Computing
      (see https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).
   3. Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
   4. Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor
      (see https://ds.gmu.edu).

   5. Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.
   Campus Resources

1. Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/.

2. Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking: As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

3. For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

4. For additional information on the College of Education and Human Development, please visit our website http://cehd.gmu.edu/.

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