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2020 Spring 8-week 2 · Minot State University



## Overview

**Course Prefix, Course Number, Title:** subject namecourse number-section name course title

**Credits:** course Credits

**Meeting Days, Times, and Location:** section Meeting days and times

**Semester/Year:** term name

**Campus Connection Course Dates:** section Campus Connection Course Dates

**Mode of Delivery:** section Mode of Delivery

**Placement Policies:** none

## Assignments and Grading

**Grading Policy and Scale:**

**Assignments and Descriptions and Tentative Due Dates:**

**Tentative Course Outline:**

## Important Dates

**Final Exam Date and Time:** (instructor to input)

## Attendance Policy

**University Attendance Policy**

<http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml>

**Class-specific Attendance Policy**

**University Sanctioned Events Policy**

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program,

club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence.

### **Penalty for Violating the Policy**

### **ADA Accommodation Statement**

In coordination with Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through [Access Services](#), in person, by phone 701-858-3372 or by e-mail at [evelyn.klimpel@minotstateu.edu](mailto:evelyn.klimpel@minotstateu.edu).

### **Non-discrimination Statement**

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: <https://form.jotform.com/72996849416981>.

For the complete non-discrimination statement, visit [here](#).

### **Title IX Statement**

Minot State University (MSU) faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available. MSU has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all MSU employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have

this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit the Title IX website: <https://www.minotstateu.edu/title9/>.

## **MSU Online Help Desk**

Direct your inquiries about course operations to the instructor. For issues involving your computer or software issues contact the MSU Help Desk by selecting the Help Desk link under the Student Help and Resources link in the Course Menu.

MSU online students have access to help with their online technology-related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact.

MSU Help Desk (<https://www.minotstateu.edu/itcentral/>) hours of operation: (All times are CST.)

- Monday - Friday: 7:30 am to 4:30 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444 or E-mail us your questions at [helpdesk@minotstateu.edu](mailto:helpdesk@minotstateu.edu) the university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an e-mail for assistance.

- For additional help desk coverage call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

## **Software Downloads**

Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under the Student Help and Resources link in the Course Menu.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/contact-us.shtml>).

This course contains content that is PDF-based and will require a PDF Reader (<https://get.adobe.com/reader/>) which can be downloaded for free at the Adobe web site or by going to the link under the Student Help and Resources link in the Course Menu.

### **PowerPoint Accessibility Statement**

The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Access Services ([https://www.minotstateu.edu/access\\_services/](https://www.minotstateu.edu/access_services/)) by calling 701-858-3371 or by e-mail at: [evelyn.klimpel@minotstateu.edu](mailto:evelyn.klimpel@minotstateu.edu).

### **PDF Accessibility Statement**

Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/>) at 701-858-3832 or 701-777-0750 extension 3832.

### **Closed Captioning**

This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/>) at 701-858-3832 or 701-777-0750 extension 3832.

### **Communication Requirements**

I will respond to course communications within 48 hours. Students are expected to meet the same standard.

### **Word-processing Requirements**

Students must submit all assignments using Microsoft Word. Remember, it is the student's responsibility to back-up all assignments on their personal computer.

### **Instructor Involvement in Discussion Projects**

I will monitor all activity in Discussion projects and when necessary facilitate, intercede, or contribute feedback.

Feedback.

## Netiquette

- Be direct: Share ideas and comments directly with classmates
- Be specific: Avoid vague discourse. If you like or disagree with a peer's posting, be clear about what aspect you are referring to
- Demonstrate and share knowledge: Use examples from your workplace and life experience that are relevant and contribute to the topic and understanding of course materials
- Share resources: Use resources that help explain your position, such as reports, web sites, blogs, professional articles
- Provide strategies: provide tools, methods, strategies, and best practices that you have used or believe may contribute to the discussion topic
- Be visionary: Try to examine and respond to issues from a different perspective.
- Inspire and Lift: Mediate differences not broaden them. Lift spirits not dampen.
- Share new information or material about the topic.
- Avoid judgment and prejudice
- When straying, bring the discussion back on topic and focus
- Actively participate but don't overdo it
- Offer assistance when appropriate



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