### **Syllabus Design Template**

### Course ID and Title Semester Professor's Name

<b>Contacting the Professor</b>		Contacting the Class	
Office Hour	s: Insert Office Hours	Class E-Mail: Class e-mail list (if	
Office:	Office Location	any)	
Phone:	Office Phone Number	Course Web Site: Course Web Address	
Fax:	Fax Number	Online Discussions: WebCT Adress	
E-Mail:	Professor's e-mail address/		
	Professors personal web site		

#### Course Description:

Short description of the course

#### **Course Objectives:**

What will they know, what will they be able to do, what will they create as they progress through the course?

#### **Required Texts:**

Full text citations of all required materials Guidelines for achieving desired level of understanding

#### **Supplemental Texts:**

Full text citations of all supplemental materials
Statement of expectations for reading and understanding these materials

#### **Library Resources:**

Links to Electronic Reserve materials Link to Web Luis Tutorial

#### **Evaluation Procedures**

Grade Categories	Description of the	Weight Toward Final
	Requirements	Grade
e.g., Online Discussions	Weekly participation: start one new discussion thread, comment on messages in three different threads	20%
e.g., Projects	Team research activities (see criteria below)	30%
e.g., Midterm Exam	Add details	20%
e.g., Final Exam	Add details	30%

### **Technology Requirements**

Technology	<b>Expectations for Use</b>
E-Mail	Describe your policies for using e-mail: e.g., how
	it will be used, who will communicate with whom,
	who answers technology questions, expected
	response time, etc.
WebCT	Describe how you will use WebCT in the course,
	how often students should expect to login, how
	team activities will be organized, due dates, policies
	on late participation, etc.
Special Tools	Describe any special tools the students will have to
	read as part of the course.
Other	Briefly describe anything else the students might
	need to use for your course.

Link to list of computer labs for your department or college Link to list of open access computer labs

### **Additional Policies (For example ...)**

Grading and Evaluation	Will you drop a low grade? What is the cut off point for each
	letter grade?
Attendance and Participation	How many absences are acceptable? Will students get points for attendance?
Deadlines	What key dates stand out during the semester? Exams? Project
	due dates?
Late, make-up and extra credit work	Will you accept late work? Can students substitute
	assignments? Will you offer extra credit?
Academic integrity	You can take boiler plate text from the Code of Conduct:
	http://www.oir.ucf.edu/pubrel/goldenrule/rule02.htm.
	Or from the Academic Behavior section:
	http://www.oir.ucf.edu/pubrel/goldenrule/rule03.htm
Accommodations for the differently-	Describe any arrangements you will make for students with
abled (alternate testing opportunities,	disabilities to take tests, etc.
support for signers, etc.)	

## Sample Time Line Guild for Class and Conferencing Activities

Dates	Topic	Goals and	Required &	Due Dates	In-class Discussion	On-Line
		outcomes for day	Supplemental	for	Points & Activities	Discussions & Activities
			Reading	Assignments		
			Assignments			
Day	Description	List at least one	Readings that must	List any	Provide descriptions	Provide descriptions or
or	of topics to	learnng and	be completed for	assignments	or links to any	links to any materials that
Week	focus	performance goal	students to function	that are due	materials that will	will guide students
	students'	for the day to	in the class. Add	on this	guide students	through the online
	attention	keep them on	links to guidelines	particular	through the class	sessions and help them
		their toes	for organizing the	date	and help them	organize or apply new
			new information, if		organize and apply	information
			applicable		new information	

### **Strategic Interaction Design Checklist**

Anticipated Goals and Outcomes
Background Information and Context Provided
Hints sheet for special vocabulary, grammar constructions they'll need
Description of individual roles
Suggested materials and props to get the team started
Rules
Team responsibilities
Individual responsibilities
Time out
Other
Checklist for performance evaluation
Suggested timeline
Debriefing guidelines
Other

## **Guidelines for Organizing Lesson Plans**

Learning Module Topics:	Click here to list goals for the module

Number of da	ys required to complete the m	odule: Click here to define time limits
Goals:		
*	Cultural Information	Click here to list goals
*	Communication	Click here to list goals
*	Skill Development	Click here to list goals
*	Accuracy	Click here to list goals
Mater	ials:	
*	Readings	Click here to list materials
*	Listening	Click here to list materials
*	Visuals and Technology	Click here to list materials
*	Accuracy Guidelines	Click here to list materials
	ties: (describe how they fit to	ogether and make sure the transitions
are smooth)		
	Conversation	Click here to list activities
	Listening	Click here to list activities
	Reading	Click here to list activities
	Writing	Click here to list activities
*	Accuracy	Click here to list activities
*	Assessment	Click here to list activities
*	Culture	Click here to list activities
Lab aı	nd Online Activities:	
*	Aural practice	Click here to list activities
*	Conversation opportunities	Click here to list activities
*	Reading	Click here to list activities
*	Written communication	Click here to list activities
*	Cultural opportunities	Click here to list activities

# Daily Activities with Time Allotments

Day	Goals/Outcomes	Activity	Time Alloted
Click here to list	Click here to list goals for	Click here to describe	Click here to describe time
day	the day	activities	allotment
Click here to list	Click here to list goals for	Click here to describe	Click here to describe time
day	the day	activities	allotment
Click here to list	Click here to list goals for	Click here to describe	Click here to describe time
day	the day	activities	allotment
Click here to list	Click here to list goals for	Click here to describe	Click here to describe time
day	the day	activities	allotment
Click here to list	Click here to list goals for	Click here to describe	Click here to describe time
day	the day	activities	allotment

## Active Listening/Reading Template

Strategy	Ideas	
List Key Ideas	Click here to add a key idea	
	Click here to add a key idea	
	Click here to add a key idea	
Guess what is coming next	Click here to make a guess	
Did you guess right? What did you miss?	Click here to add more details	
What isn't clear?	Click here to list confusing points	
Can you think of any supporting examples?	Click here to add a supporting example	
Can you think of any contrasting evidence?	Click here to add a contrasting idea	
Summarize the important points for future	Click here to add summary points	
reference		

# Sample Template for Team Writing Projects

(Using Collaboration Tools and Strategies)

Student roles for critically analyzing a document	Lead author		
(students may have more than one role or multiple	Supporting author		
people may have one role). For some critical	Researcher (provide additional evidence to support		
analysis activities, not all roles may be filled.	to contradict the arguments)		
	Editor (focus grammar, vocabulary, style)		
	Critic (analyze the organization of the argument)		
	Judge (critique the effectiveness of the argument)		
	Other (please define)		
Editing Colors (to distinguish input of the various	Red Click here to assign a student to a color		
people)	Blue Click here to assign a student to a color		
	Green Click here to assign a student to a color		
	Purple Click here to assign a student to a color		
	Orange Click here to assign a student to a color		
Time Allowed	Click here to set up deadlines and time restrictions		
Goals for the paper	Click here to list goals for the writing project		
Expected outcome of the paper (decision, evidence)	Click here to describe the expected outcomes for the		
	paper		
Next Steps: What do students do with the	Click here to describe follow up activities		
information from the paper			