

**Course Name**

# Course Details

## Course Location

Online

## Instructor Information

Name and email

## Course Login

<https://ufl.instructure.com/>

## Required Textbooks

Textbook info

## Course Communications

Contact your instructor via the inbox tool in your online course.

[How do I use the Canvas Inbox](https://guides.instructure.com/m/4152/l/48299-how-do-i-use-conversations)?

# Course Description

## Purpose of Course

Description of course. Include any relevant license/exam info.

## Course objectives

At the end of this course, you will be able to:

* Text

## Additional (State) Exam Information

Describe what students should do after completing this course.

## Course Technology

* [How do I login to e-Learning in Canvas?](https://wiki.helpdesk.ufl.edu/FAQs/E-Learning#logincanvas)
* [Recommended Browsers](http://guides.instructure.com/m/4214/l/41056)
* Canvas Mobile Apps
	+ [Android](https://guides.instructure.com/m/18555)
	+ [Apple](https://guides.instructure.com/m/18561)
* [What is the User Dashboard?](http://guides.instructure.com/m/4212/l/420619-how-do-i-use-the-dashboard-new-canvas-ui%22%20%5Ct%20%22_blank)
* [How do I set my Notification Preferences in Canvas?](http://guides.instructure.com/s/2204/m/4152/l/73162-how-do-i-set-my-notification-preferences)
* [How do I set up my profile?](http://guides.instructure.com/s/2204/m/4212/l/75098-how-do-i-edit-my-profile)
* [How do I change my password?](http://identity.it.ufl.edu/process/gatorlink/changing-your-password/)

# Course Policies

## Participation Policy

Unlike a traditional classroom-based course, you do not need to show up to class at a specific time every day in an asynchronous online course. Instead, you need to complete the {online lesson presentations, activities, quizzes, and discussions} {by the due date}. Although some of the activities will be ungraded, it is still required that you complete all activities within this course.

## Grading Policy

Required grades, etc

## Certificate of Successful Completion

Instructions will be available in your online course for how to view and print your certificate of successful completion once you have met the following requirements:

* Complete all assignments AND
* Score at least 70% on each test/exam AND
* Earn an overall course grade of at least 70%

# Additional Policies

## Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities must contact UF Professional Development (questions@dce.ufl.edu). Accommodations are not retroactive. Therefore, students should contact the office before registering for the course.

## University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code](https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/).

## Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [View the netiquette guide here](http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf).

# Getting Help

## Canvas Navigation Help

* [Canvas Tutorials](https://files.distance.ufl.edu/pd/canvas/tutorial/story.html)
* [Canvas Student Tour](https://resources.instructure.com/courses/32)
* [Canvas Student Guide](http://guides.instructure.com/s/2204/m/4212)

## Technical HElp

For non-content related issues with your online course, please contact:

* UF Professional Development: questions@dce.ufl.edu | 352-392-8660
* UF Computing Help Desk: 352-392-4357 option 1 | helpdesk@ufl.edu

## Content Help

Contact your instructor using the Inbox tool in Canvas.

## Enrollment and Completion Help

If you are having problems enrolling in the course or receiving your certificate of successful completion, contact UF Professional Development at questions@dce.ufl.edu or 352-392-8660.

# Disclaimer

This syllabus represents current plans and objectives. These plans may need to change to enhance the class learning opportunity.

# Course Topics and Sequence