COURSE INFORMATION

Instructor Information
Lead Instructor: Insert your information here.
ASU Email:
Phone:
Office Hours:
Office Location:

Catalog Description

Detailed Description
Insert detailed description here. If none, delete this section.

Prerequisites
List any classes that students should have completed prior to (or concurrent with) this course in order to successfully complete the course. If none, state “None.”

Course Format
This class will be conducted as an [pick one: in-person, hybrid] course, including but not limited to [online discussions, quizzes/study questions, and written and applied projects]. For an accelerated [6, 7.5, 8] week session, a student should be prepared to spend approximately [5-6, 10-12, 15-18, 22] hours a week on coursework for a [1, 2, 3]-credit class.

Clinical Placement/Field Hours/Practicum: Insert requirements here. See sample below which may be modified as needed. If none, delete this sub-section.

This course requires in-person experience of X hours in Y setting(s).

Course Texts, Materials, and Resources

Required Course Text
Insert required text(s) here. If none, state “There is no textbook for this course. All course content is located in, or is linked from, the course site.”

Purchase the course text(s) from the ASU Bookstore or another retailer of your choosing. To locate textbooks for Mary Lou Fulton Teachers College online programs, search by the 5-digit class number or “browse” for your course under the West (not ASU Online) campus.

Supplemental Course Text
Insert supplemental text(s) here. If none, delete this sub-section.

Required Materials and Resources
Mary Lou Fulton Teachers College utilizes Tk20 CampusTools HigherEd, which is a comprehensive online data management system that enables you to participate and manage your academic activities in specific courses, throughout your college experience, and beyond. There is a one-time only, non-refundable subscription fee for Tk20. You can purchase the program online at http://asu.tk20.com by selecting “Need to Purchase your Account?”

- You may also purchase a Tk20 Student Access Kit from the ASU Bookstore, which may have a higher price, although purchasing there will allow you to receive requisite compensation from financial aid, if eligible.
- All students enrolled in the M.Ed. in Educational Leadership or seeking principal certification must have Tk20. If you are taking this course as a non-degree student and are not seeking principal certification, you do not need to purchase Tk20 for this course.
- All students enrolled in the M.Ed. in Curriculum and Instruction: Early Childhood Education must have Tk20. If you are taking this course as a non-degree student, you do not need to purchase Tk20 for this course.

Access to a computer or device that can record audio/video is required. See the “Technology Requirements and Skills” section in this document for additional technology requirements.

Insert any required materials or resources here. If none, delete this sub-section.

Provided Materials and Resources
ASU’s Course Materials are available via My ASU in the My Classes area. All ASU students have free access to this web resource, including the ASU Learning Management System.

- For help accessing the online course materials, including logging on, submitting work, troubleshooting, etc., please refer to My ASU Service Center or the Help link located within the Learning Management System.
- To monitor the status of campus networks and services, please visit the ASU System Health portal.
- My Apps provides free software tools, including free virus scan software, online applications, and information about discounted software for purchase.

Insert any other university-provided materials or resources you are using in your course. Delete anything below you are not using.

Digication Digital Portfolio - Digication is a Digital Portfolio tool for students to showcase and share their work online.

Zoom - Zoom is a video conferencing and collaboration tool.

Recommended Materials and Resources
Insert any recommended materials or resources here. If none, delete this sub-section.

Student Learning Outcomes
Upon completion of this course, students will be able to:

Insert a numbered or bulleted list of outcomes here or use the table below if the outcomes are aligned to a set of standards.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Standards Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Indicators and Professional Standards
This course is aligned to the following standards:

- Insert and hyperlink any professional standards this course addresses.

Course Assignments
A brief description of the course assignments [as well as the standards alignment] is listed below. Specific details for each assignment can be located in the online course materials.

Insert the table below if the course assignments are aligned to a set of standards.

<table>
<thead>
<tr>
<th>Assignment and Description</th>
<th>Indicators/Standards</th>
<th>Score/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>Insert the benchmark/indicator (e.g., 1a, 2b, etc.) in this column. Add additional columns if assignments are aligned to more than one set of standards.</td>
<td>35 (7 discussions worth 5 points each)</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>X points</td>
</tr>
</tbody>
</table>

Insert the table below if the course assignments are not aligned to a set of standards.

<table>
<thead>
<tr>
<th>Assignment and Description</th>
<th>Course Outcomes Addressed</th>
<th>Score/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>Insert the text of the student learning outcomes in this column or insert the numbers of the student learning outcomes if you created a numbered list above.</td>
<td>35 (7 discussions worth 5 points each)</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>X points</td>
</tr>
</tbody>
</table>

Please Note: The major assignments for this course may be automatically routed through Turnitin, a web-based plagiarism detection service. This service generates an originality report that identifies all material in the student paper that appears to be derived from other sources, including both sources that are properly acknowledged and cited and any that are not. If your assignment is routed through Turnitin, the report will be reviewed before your assignment is graded.
DUE DATES: Insert your statement for due dates here. The following statement is provided as a model and may be modified as needed: “All assignments are due before 11:59 p.m. (Arizona time) on the last day of the module in which they are assigned, unless otherwise noted.”

DISCUSSIONS: Additionally, insert your statement for discussions here if your course discussions have multiple due dates. The following statement is provided as a model and may be modified as needed: "Discussions have multiple due dates so as to provide students with the opportunity to read and respond to classmates. **Initial posts** are due by 11:59 p.m. (Arizona time) on day XXX of each module. **Responses** are due by 11:59 p.m. (Arizona time) on the XXX day of each module."

Please note: Your instructor reserves the right to modify the course schedule according to the needs of the class. Any schedule changes will be communicated to students via email and in the course announcements.

<table>
<thead>
<tr>
<th>Module or Week</th>
<th>Readings</th>
<th>Deliverables</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module/Week 1</strong></td>
<td>Insert readings for each module in this column.</td>
<td>Insert deliverables for each module in this column. Follow format provided below: Discussion (X points) Assignment (X points) Quiz (X points)</td>
<td>X points</td>
</tr>
<tr>
<td><strong>Topic</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date - Date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>X points</td>
</tr>
</tbody>
</table>

**Signature Assignment**
A signature assignment provides direct evidence of student achievement and progress. The signature assignment in this course is intended to assess important skills and abilities and to identify areas of strength and challenge; it is meant to be cumulative and to help instructors review a student's progress towards the course outcomes. Signature assignments also serve as a component of the program assessment. Your signature assignment will be submitted to the course site.
Insert the title, description, and rubric for your course’s signature assignment here.

NOTE: If this is a course required for teacher certification, the syllabus must use the approved signature assignment and rubric and describe how the assignment(s) are to be implemented during field experience. You may add assignments or readings, but if you wish to change the signature assignment you must have permission from the division. Within the rubric, ensure that each element/component indicates the state (APTS) or ISLLC standard(s) and the specific professional standard(s) at the indicator level assessed by the signature assignment.

STUDENT SUCCESS

To be a successful student in this course, you must:

- check the course daily for announcements and messages;
- communicate regularly with your instructor and peers;
- create a personalized study and/or assignment schedule, allowing for adequate time to complete coursework;
- complete assignments by the due dates specified; and
- keep copies and backups of all work in process and work submitted.

The instructor in the course reserves the authority to require you to use supplementary services at ASU at no additional cost to maximize your chances of success in this course. See the University Academic Success Programs for more information.

Resources and Accessibility
The Resources page on the course site contains information on how to access various support options for students, including writing guides, contacting the writing center, career mentoring, etc. The Accessibility page shares details about accessibility features, the importance of equal technology opportunities, and accessibility statements for tools used in the course.

GRADING PROCEDURES

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>83% - 92%</td>
</tr>
<tr>
<td>C</td>
<td>73% - 82%</td>
</tr>
<tr>
<td>D</td>
<td>63% - 72%</td>
</tr>
<tr>
<td>E (Failure)</td>
<td>62% and below</td>
</tr>
<tr>
<td>EN (Failure)</td>
<td>Failed, Never participated</td>
</tr>
</tbody>
</table>

Delete statement below if plus/minus grades are utilized in the course:

There are no plus/minus grades in this course.

Insert appropriate statement below for “Capstone” or “Applied Project” courses:
EPA 593 serves as the culminating experience for the M.A. in Educational Policy. ASU Graduate College policy requires a grade of "B" or better to graduate from the program. [Replace 'EPA 593' or “M.A. in Educational Policy' as appropriate for other culminating classes.]

Grades reflect your performance on assignments and adherence to deadlines. Graded assignments along with written feedback will be available within XXX days of the assignment due date.

**Attendance and Participation**
Insert your policies on attendance and participation here. If these policies are linked to grades, make the link explicit (i.e., how many points) to avoid student grade appeals. See sample below, which may be modified as needed.

It is critical that students log on to the course a minimum of 2-3 times a week to meet multiple assignment due dates and allocate the amount of time necessary to complete the required work in each module. If you need to plan professional or personal travel during the course, please ensure you have continuous access to a reliable Internet connection. Online learning offers flexibility, however, the accelerated nature of the course requires students to fully engage and participate during the class offering.

Each module’s materials are made available to students XXX ahead of the actual module start date, thereby allowing students to work actively on the current module and also preview the upcoming module and work ahead if interested. In addition, the course schedule provides a list of module readings so that you can read ahead to prepare for upcoming assignments and activities. For courses that require student-student interaction (e.g., online discussions or peer review), a student may lose points for those activities if unable to respond to peers as specified in the assignment requirements.

Please note, a grade of EN (Failed, Never participated) will be assigned to students who remained enrolled but never participated in an academically-related activity for the duration of the course.

**Course Expectations**
Course expectations reflect those of university/graduate-level coursework. Students are expected to participate in all class activities to demonstrate fulfillment of the course objectives, as well as produce high-quality written products. You will be expected to use the course readings in a manner that allows you to gain fluency with the material and to contribute to a scholarly conversation on the designated topics.

This course upholds the expectation that all submitted contributions will be of professional quality. Unless specifically stated, all assignments should conform to the APA Style, including the use of a 12-point font, in-text citations, and a reference list. Please visit the Purdue Online Writing Lab (OWL) for APA Style information.

All graded work will in part be evaluated based on proper English conventions, spelling, grammar, organization, and comprehensiveness. Students who have difficulty in the area of writing will be referred to the ASU Writing Center in an effort to help students to strengthen this essential professional skill.

**Late and Missing Assignments**
Students must submit assignments by the due dates indicated in the course schedule (Arizona time).

Insert your individual or program late policy here. See sample below, which may be modified as needed.

**Late assignments will result in a reduction of points as follows:**

- Quizzes/Study Questions cannot be made up unless advance arrangements were made with the instructor/academic associate. Otherwise, students will not be able to complete the quiz and will receive zero points.
- Discussions:
If the original/initial post is late, students will miss 1 point.
If responses are late, students will lose all points for response posts.
If the entire discussion (initial post and responses) is late, students will lose all points.

- Major Written Assignments: Late submission will result in a reduction of 5 points per day.

Collaborative Work
The student must independently complete all assignments, tests, activities, etc., unless specifically stated otherwise. In situations where collaboration is part of the assignment, the expectations will be clearly stated in the assignment overview. In all collaborative efforts, you must work only within your assigned group, and you must include the names of all individuals who worked on the submitted assignment. These two minimum requirements for collaborative assignments must be met or the work will not be accepted.

PROGRAM AND COURSE POLICIES

Technology Requirements and Skills
This course requires access to a computer or device with:

- Internet access, preferably with a high-speed connection
- A web browser (For the best experience, use Chrome, Mozilla Firefox, or Safari. Internet Explorer is not recommended.)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Office, or the ability to work with Word, Excel, and PowerPoint documents
- Speaker, microphone (optional), and webcam (optional)
- Access to technology to create and upload videos for assessment and feedback
- Access to your ASU email account via My ASU
- Access to Google Drive via My Drive via My ASU, where you can create and share Google documents, presentations, spreadsheets, and more.

Technology Backup
It is the student’s responsibility to have a backup procedure for course assignments.

Email
ASU email is an official means of communication among students, faculty, and staff. All instructor correspondence will be sent to your ASU email account. Students are expected to read and act upon email in a timely fashion, within 24 hours where possible. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. Should you choose to set up email forwarding to a personal or other email account, any links to course materials must be accessed through your official ASU email account to ensure authorization. You can confirm your ASU email and forwarding address by going to My ASU, clicking on the Profile tab, and selecting ASU Email Forwarding.

Drop and Add Dates/Withdrawals
This course follows a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to drop or add the course. Please refer to the ASU Academic Calendar for relevant deadlines, and consult with your academic advisor in the Office of Student Services on how to proceed. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal, and Grade of Incomplete.

Grade Appeals
The official ASU grade record resides in My ASU, not on the course site. At the culmination of each course, you should verify your current student record and final course grades through My ASU. If you see a discrepancy between the grade posted on the course site and in My ASU, please notify your instructor immediately so that the discrepancy can be addressed in your official record.
The professional responsibility for assigning grades is vested in the instructor of the course and requires the careful application of professional judgment. A student wishing to appeal a grade must first meet with the instructor who assigned the grade to try to resolve the dispute. The process for grade appeals is set forth in the Grade Appeal Policy and Process.

**Course/Instructor Evaluation**

Course/instructor evaluations are conducted online during the 14 days prior to the last official day of classes each session. Watch for an email to your official ASU email address, with "ASU Course/Instructor Evaluation" in the subject heading. Please be certain to complete the evaluation for your assigned instructor/academic associate.

Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is important and appreciated. The evaluations are used to:

- help faculty improve their instruction;
- help administrators evaluate instructional quality;
- ensure high standards of teaching; and
- ultimately improve instruction and student learning over time.

Responses to the course/instructor evaluation are anonymous and will not be returned to your instructor until after grades have been submitted.

**Copyright Notice**

Copyright law may protect some course materials available through the Learning Management System. This material is only for the use of students enrolled in the specific course(s) and must be used in accordance with the United States Copyright Act, Title 17 of the U.S. Code. Protected materials on the course site may not be retained on the student’s computer or other electronic storage device for longer than the duration of the specific class for which they are assigned, nor further disseminated by the student to any other persons. Furthermore, a student must refrain from uploading to any course site, discussion board, or website used by the course instructor or other course forum, material that is not the student’s original work, unless first complying with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

**UNIVERSITY/MARY LOU FULTON TEACHERS COLLEGE POLICIES**

**Student Conduct**

**Student Conduct and Professional Behavior**

Appropriate behavior is defined by the instructor and includes all in-person and electronic communication in the course. It is expected that students exhibit professional behavior in all settings, including clinical placements and working with other students. If at any time a student's behavior does not meet the standards delineated in the class syllabus, Mary Lou Fulton Satisfactory Academic Progress and Professional Conduct Policy, or university policies, the instructor may refer the student for academic probation or to the ASU Dean of Students.

**Handling Disruptive, Threatening, or Violent Individuals**

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services. Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU
PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances. For further information, please visit ASU’s policy on Handling Disruptive, Threatening, or Violent Individuals.

Self-Plagiarism
Self-plagiarism is defined as the reuse of one's identical or nearly identical section or subsection of work without prior permission granted by the course professor of record and any coauthor with whom a prior work may have been written, and without explicit acknowledgement (e.g., a citation of the original work). Self-plagiarism is strictly prohibited and will be treated as a violation of the university's Student Academic Integrity Policy. Please see the Academic Integrity/Plagiarism section for more information.

Academic Integrity/Plagiarism
Students are expected to act with honesty and adhere to the university's Student Academic Integrity Policy. Failure to do so may result in sanctions, such as grade penalties, suspension, or expulsion from the university. Violations of academic integrity include, but are not limited to, such actions as cheating; plagiarizing; fabricating or falsifying information; or assisting with such activities.

Harassment
ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students.

If you feel that another student is harassing you based on any of the factors above, contact the Office of Student Rights and Responsibilities:

- Online Students: Student Services Building, Room 263, 480-965-6547;
- Downtown Phoenix: Post Office, Room 243, 602-496-0670;
- Polytechnic: Administration Building, Room 102, 480-727-5269;
- Tempe: Student Services Building, Room 263, 480-965-6547;
- West: University Center Building, Room 301, 602-543-8152.

If you feel that an ASU employee is harassing you based on any of the factors above, contact the Office of Equity and Inclusion at 480-965-5057.

For further information, please visit ASU’s policy on Prohibition Against Discrimination, Harassment, and Retaliation.

Title IX
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes he or she has been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at Sexual Violence Awareness and Response. As mandated reporters, all university employees are obligated to report any information shared regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services is available if you wish to discuss any concerns confidentially and privately.

Electronic Communication
Acceptable use of university computers, Internet, and electronic communications can be found in the Student Code of Conduct and in the university’s Computer, Internet, and Electronic Communications Information Management Policy.

Accommodations
Disability Accommodations for Students
Mary Lou Fulton Teachers College is committed to student success and ensures an inclusive learning environment for all students. Students with disabilities or disabling health conditions who need accommodations are required to document their condition with the Disability Resource Center (DRC). Mary Lou Fulton Teachers College encourages admitted students with disabilities or disabling health conditions who believe that they may need an accommodation to register with the DRC prior to enrolling in the program. That way, all reasonable accommodations can be in place at the beginning of the program. Students who are registered with the DRC will be key participants in establishing reasonable and appropriate accommodations with course instructors.

Religious Accommodations for Students
Students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangements for making up tests/assignments within a reasonable time. For further information, please visit ASU’s policy on Accommodation for Religious Practices.

Military Personnel Statement
A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch and is unable to complete classes because of military activation may request complete or partial administrative unrestricted withdrawals or incompletes, depending on the timing of the activation. For further information, please visit ASU’s policy on Military Activation of Students.

Missed Classes Due to University-Sanctioned Activities
Students who participate in university-sanctioned activities that require coursework or due dates to be missed should be given alternative due dates considerate of their time away. Instructors should attempt to provide opportunities for alternative due dates, either before or after the absence from class participation, in accordance with any academic unit or college requirements which may apply. Absence from class participation due to university-sanctioned activities does not relieve students from responsibility for any part of the coursework required during the period of the absence. The student should inform the class instructor early in the session of any required absences and make arrangements for alternative due dates within a reasonable time. Additionally, the specific activity program coordinator should, as early as possible, provide the college-designated individual with the schedule of any student who may be absent from class participation because of a university-sanctioned activity. For further information, please visit ASU's policy on Missed Classes Due to University-Sanctioned Activities.

UNIVERSITY SERVICES

Tutoring
Tutoring is available on all ASU campuses and online for a variety of courses in small groups on a walk-in/drop-in basis. Appointments are only necessary for mentoring and writing.

Writing Center
The Writing Center, located on all ASU campuses and online, offers free tutoring for all enrolled students. Appointments are also available. All writers, including undergraduate and graduate students, can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas;
- organize and structure a paper;
- integrate and cite sources; and
- write, revise, edit, and proofread.
Student Purchases
Discounted pricing for students purchasing select technology items may be available through the ASU Bookstore or online. Visit the ASU Bookstore, and select Store News & Offers.

Hardware and Software Support
ASU Technology Studio provides support to students on all four campuses for hardware, software, operating systems, security, networking, etc.

This syllabus is subject to change at the discretion of the instructor and/or college. Every effort will be made to avoid changes to the syllabus or course schedule, but the possibility exists that unforeseen events will make modifications necessary. If so, changes will be communicated via ASU email and/or the course site.

Continued enrollment in this course assumes that you have read and understand the information outlined in the syllabus.