### **Syllabus Design Template**

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

Contacting the Professor		Contacting the Class	
Office Hours: 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

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%	

#### **Evaluation Procedures**

Links to any checklists you may use as part of the grading process

Technology	Expectations for Use
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.

## **Technology Requirements**

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	Торіс	Goals and outcomes for day	Required & Supplemental Reading Assignments	Due Dates for Assignments	In-class Discussion Points & Activities	On-Line Discussions & Activities
Day or Week	Description of topics to focus students' attention	List at least one learnng and performance goal for the day to keep them on their toes	Readings that must be completed for students to function in the class. Add links to guidelines for organizing the new information, if applicable	List any assignments that are due on this particular date	Provide descriptions or links to any materials that will guide students through the class and help them organize and apply new information	Provide descriptions or links to any materials that will guide students through the online sessions and help them organize or apply 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 days required to complete the r	nodule: Click here to define time limits
Goals:	
<ul> <li>Cultural Information</li> </ul>	Click here to list goals
<ul> <li>Communication</li> </ul>	Click here to list goals
<ul> <li>Skill Development</li> </ul>	Click here to list goals
<ul><li>✤ Accuracy</li></ul>	Click here to list goals
Materials:	
<ul><li>Readings</li></ul>	Click here to list materials
<ul> <li>Listening</li> </ul>	Click here to list materials
<ul><li>Visuals and Technology</li></ul>	Click here to list materials
<ul> <li>Accuracy Guidelines</li> </ul>	Click here to list materials
Activities: (describe how they fit t are smooth)	ogether and make sure the transitions
<ul><li>Conversation</li></ul>	Click here to list activities
✤ Listening	Click here to list activities
<ul><li>Reading</li></ul>	Click here to list activities
<ul><li>Writing</li></ul>	Click here to list activities
✤ Accuracy	Click here to list activities
✤ Assessment	Click here to list activities
<ul><li>✤ Culture</li></ul>	Click here to list activities
Lab and Online Activities:	
<ul> <li>Aural practice</li> </ul>	Click here to list activities
<ul> <li>Conversation opportunities</li> </ul>	Click here to list activities
<ul><li>Reading</li></ul>	Click here to list activities
<ul> <li>Written communication</li> </ul>	Click here to list activities
<ul> <li>Cultural opportunities</li> </ul>	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 (students may have more than one role or multiple people may have one role). For some critical analysis activities, not all roles may be filled.	Lead author Supporting author Researcher (provide additional evidence to support 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 people)	Red Click here to assign a student to a color Blue Click here to assign a student to a color	
people)	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 information from the paper	Click here to describe follow up activities	