## Syllabus Template for DruryGo Blended Breech Courses

This template contains boilerplate required by the Breech School of Business for courses with these prefixes: ACCT, BADM, ENTR, ECON, FINC, MGMT or MKTG. It is the minimum that should go into a syllabus. Faculty may add additional material, as deemed appropriate. *[Items in green italics within brackets distinguish provide explanations and examples. Please delete these sections before submitting.]*

**Please check the** [**academic calendar**](https://www.drury.edu/academic-affairs/academic-calendar) **for term start and end dates, holidays, and other important deadlines.**

**Submit an electronic copy of your syllabus the Friday prior to the start of the term to:**

**Tonya Bolin at** **tbolin@drury.edu**

[Delete this page before copying.]

**Breech Program Learning Goals:**

***Ethics*.** Our graduates will recognize the ethical aspects of business situations, and develop their understanding of how to respond ethically and to promote ethical business practices.

***Diverse Perspectives*.** Our graduates will exhibit intercultural knowledge and an understanding of diverse perspectives.

***Communication*.** Our graduates will clearly and effectively present their ideas in both written and oral communication.

***Analytical Skills and Business Judgment*.** Our graduates will analyze business problems using appropriate theories and techniques, and use sound business judgment.

***Professionalism*.** Our graduates will understand the importance of professionalism in business practice, and will conduct themselves as business professionals.

**Course Information**

Course Title: *[Insert title found in* [*Evening/Online Academic Catalog*](https://www.drury.edu/academics/catalogs/go-catalog)*. In the Table of Contents, search “Course Descriptions” to find the list of courses. Ex: Accounting for Management]*

Course Number: *[Insert course listing found on* [*Course Search*](https://my.drury.edu/ICS/Course_Search.jnz?portlet=Course_Schedules&screen=Advanced+Course+Search&screenType=next) *– include course prefix, number, location, section. Ex: ACCT 209 MAIN SE 1]*

Year and Term: *[Insert year and term of course – Ex: 2017 Fall.]*

Course Schedule: *[List meeting days and times of the course.]*

Course Location:*[List the campus location (e.g., Springfield), building name and room number.]*

**Contact Information**

Instructor:

Email: *[Use your Drury email]*

Office Hours:

Availability: *[Best times and methods to reach you.* *Example: I am best contacted between 6:30 pm and 8:30 pm weekdays. Best practice is to return all calls or messages within 24 hours and some availability on weekends.]*

**Course Description**

Prerequisite Courses:

*[List all courses specified as prerequisites for this course in the* [*Evening/Online Academic Catalog*](https://www.drury.edu/academics/catalogs/go-catalog)*. In the Table of Contents, search “Course Descriptions” to find the list of prerequisite courses for each class.]*

Course Description:

*[Insert the course description as listed in the* [*Evening/Online Academic Catalog*](https://www.drury.edu/academics/catalogs/go-catalog)*. In the Table of Contents, search “Course Descriptions” to find the list of courses.]*

**Student Learning Outcomes**

*Consult this link (*[*Learning Outcomes and Required Textbooks*](https://docs.google.com/document/d/1n8wFTkbCRZ_p1pccHKH8Df5QQdCLdEedYfuDDqgXQx4/edit)*) for learning outcomes then complete the table below. Make sure every assessment appears on the Course Schedule.*

|  |  |
| --- | --- |
| **Learning Outcome** | **Assessment** |
|   |   |
|   |   |
|   |   |
|   |   |

**Course Materials**

Required Text(s):

*[If available, your textbook(s) will be embedded in Canvas as part of the low-cost, Drury Direct program. If not*

*available, your book will be ordered through the Drury Bookstore. If you use Drury Direct, the following verbiage should be included:*

This course uses a digital textbook. A link to the textbook is embedded directly into your Canvas course. This textbook option is called DRURY DIRECT. You will find a charge from the Drury Bookstore on your account if you use the DRURY DIRECT digital textbook option. This option is a cost saving measure for students and gives you access to your textbook on day one of class. If you prefer a hard-copy textbook, you must opt out of DRURY DIRECT so you will not be charged by the bookstore. Regardless of the book format, students can check their book cost by looking up their classes on the Drury Bookstore website.

Textbook information (for those wishing to purchase it elsewhere): INSERT BOOK INFO HERE (Consult your program director regarding book selection.) **(DO NOT FORGET TO OPT OUT of DRURY DIRECT)***]*

Electronic Resources:

*[List all electronic resources and websites for course.]*

**Course Structure
Seated Course**: This course is being offered as a fully seated course.  Your instructor may use Canvas for learning activities that supplement class meetings, so please be prepared to access Canvas (<http://drury.instructure.com>).  Your syllabus and grades will be kept in Canvas.

**Class Policies**

*[Instructor adds rules regarding attendance, class preparation and participation, classroom decorum, make-up examinations and quizzes, late papers, and so on. Regular attendance should be encouraged. Instructors should explain how plagiarism or cheating will be handled and/or refer students to the university policy on academic honesty.*

*Example of academic honesty language: Academic dishonesty undermines the values of Drury University as well as the educational endeavor. All instances of academic dishonesty will be reported to the Dean of the Breech School of Business Administration. Please refer to the academic catalog for a more thorough review of the university’s academic dishonesty policy.]*

**Technology**

To be successful in this course, you must have reliable computer and internet access.  It is each student’s responsibility to have access to a dependable computer and internet connectivity.  It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials should your computer fail to function or your internet connectivity become disrupted.  A Drury campus lab is an excellent option if one is nearby; otherwise, most public libraries offer internet access.  If you have a laptop computer, familiarity with local “hotspots” might also serve you well.  Develop a plan to address technical problems before they arise.

It is also the responsibility of the student to actively and proactively address technical problems.  Be aware that many problems can be addressed simply by using Firefox or Chrome browsers rather than Internet Explorer or Edge.  You can download Firefox for free at [www.mozilla.com](http://www.mozilla.com/) and Chrome at [www.google.com/chrome/browser/desktop/](http://www.google.com/chrome/browser/desktop/).

A free Microsoft Office subscription is available to be downloaded to personal computers, Macs or PCs, by all Drury students, faculty, and staff.  See this link for details:<https://www.drury.edu/tech-services/computer-software>.

Finally, if you have further difficulties, here is a link to Drury’s [Technology Services Support Page](http://www.drury.edu/tech-support),<http://www.drury.edu/tech-support>. You may send an email to helpdeskticket@drury.edu for additional help.

**Grading Scale**

*[Instructor add a numerical scale and indicate whether plus or minus grades will be given. Keep in mind that Drury does not award “A+”. Further information on the grading system at Drury can be found the* [*Evening/Online Academic Catalog*](https://www.drury.edu/academics/catalogs/go-catalog)*. Search for “The Grading System”. Example:*

*A 93 A- 90 B+ 87 B 83 B- 80 C+ 77 C 73 F Below 72]*

**Methods of Evaluation**

*[Assignments and mode of evaluation; i.e., explanation of what the major assignments in the class are and how the student will be accountable for them (e.g. quizzes, examinations, term papers, oral presentations, or other assignments.) Faculty are advised to be specific about modes of accountability as well as about the relative value of each in the calculation of the final course grade. Align assignments with learning outcomes (see examples below).*

*1. Reading Logs (eight of them) (LO 1) 20%*

*2. Group Dynamics Exercise (LOs 2, 3, 4) 20%*

*3. Midterm Examination (LOs 1, 2, 3) 20%*

*4. Mediation Exercise (LOs 3, 4) 20%*

*5. Reaction Papers (2 of them) (LOs 1, 2) 20%]*

**Tentative Schedule:**

*[Schedule of events: a chronology of class events and out-of-class readings, day-by-day, week-by-week, or unit by unit. Summary of important dates are deadlines for the semester, including holidays and the date of the final examination. Check the most current* [*Academic Calendar*](http://www.drury.edu/academic-affairs/academic-calendar) *for holidays and deadlines (see below for examples).*

*Week 1 Course Overview*

 *Read Barsky, pp. 1-36; Brinkman & Kirschner, pp. 3-34*

*Week 2 Personal Dynamics – Perception and Personality*

 *Read Barsky, pp 37-56*

*Week 3 Relational Dynamics – Integration, Conflict, and Change*

 *Read Brinkman & Kirschner, pp. 53-75]*

**(Note: Please use announcements often! Announcements generate an automatic email to your students.)**
**Weekly Announcements:** The weekly announcement feature in Canvas will be your starting point each week. Be sure to check announcements often. This feature will be used to post any relevant messages such as notifications, changes to assignments, due dates, instructions, links, updates, or general information to help facilitate your online experience.

**Class Interaction and Participation:** Much of the learning experience occurs when students share with each other. When you are absent from class or do not engage in an online discussion, the learning experience is diminished and all are affected.

* If you will be absent, please contact me immediately.
* You are required to login the first week.
* Failure to meaningfully engage with your instructor within the first week (or less) of class could result in your being administratively dropped from the class. Please don’t wait – get involved in class as soon as class starts.

**Accessibility and Disability Services Statements:** This course is intended for all students, including those with mental, physical, or cognitive disabilities, illness, injury, impairment, or other condition that negatively affects one’s equal access to education. If you believe you will not be able to fully access the space, content, or experience as intended, please notify the instructor as soon as possible. If you have a documented disability requiring specific accommodations, you are encouraged to contact Accessibility and Disability Services, Bay Hall 148, 417-873-7267 or Dr. Lori Slater lslater002@drury.edu

**Canvas Discussion Forum Expectations:** In order to receive full credit for discussion board postings, all initial discussions and reply comments must be posted on time. Central Time Zone is used for all discussion due dates.

* Initial Post: Initial discussions are due by \_\_\_\_\_\_\_\_\_\_.
* Reply comments are due by \_\_\_\_\_\_\_\_.

**Late Work: *[Insert your policy regarding late work.]***

**Academic Integrity:** See the Course Policies link at the end of this syllabus for the policy regarding academic integrity.

**Instructor Feedback:** I will provide grades or scores and feedback within seven days of when assignments were submitted.

**Assignment Policy:** I reserve the right to change an assignment. I will give a week’s notice if an assignment changes.

**Online Etiquette:** I reserve the right to adjust my course content including maintenance of the discussion threads up to and including locking or deleting posts that may be deemed unacceptable. I encourage diverse opinions and want you to express your thoughts, but please do so respectfully. If you find a post or opinion objectionable, please contact me immediately.

[**Course Policies*:***](https://docs.google.com/document/d/1uIquZJVhWe6hjUZlhEdX3buWwOAgmWgWaXzOwQIKLO0/)This link connects you to a global set of policies that apply to all courses at Drury. Topics covered include Academic Integrity, Attendance, Course Standards, Digital Citizenship, Disability Support Services, Faculty Expectations and other topics. This is a part of the syllabus, and you should review it and be familiar with it.