

ROOSEVELT UNIVERSITY

RU Online Course Syllabus Template

Course Number: Course Name
Section Number: Term and Year

Course Meeting Times and Location

Faculty Name

Office Location

Office Phone (or other phone where faculty member can be reached)

Office Hours

Email Address

Web Address

Course Description

- Course goals and objectives
- Course overview
- Prerequisites

Course Texts and Materials

Distinguish between required and recommended materials.

Course Schedule

Meeting Date	Topic	Assignment
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		

(PLEASE NOTE THAT THE SPRING SEMESTER WILL HAVE A WEEK OFF FOR SPRING BREAK, AND THE FALL SEMESTER HAS THE THANKSGIVING WEEK OFF. SUMMER SESSION DOES NOT HAVE A BREAK WEEK.)

Course Policies

- Attendance/Late Policy
- Participation
- Late/Missing Assignments/Exams
- Grading Criteria
- Behavior Expectations (respect, etc.)
- Use of MyMail for Course Communication

University Policies

Withdrawals/Incomplete Grades

Roosevelt's scholastic policies are available in the Undergraduate and Graduate Catalogs.

<http://www.roosevelt.edu/catalog04/upol-schol.htm> (undergraduate)

<http://www.roosevelt.edu/catalog05/gpol-acadpol.htm> (graduate)

Academic Honesty and Plagiarism

Roosevelt University has clearly defined policies about academic honesty and plagiarism. You can find those policies in the student handbook and at the following link:

<http://www.roosevelt.edu/plagiarism/default.htm>

Student Code of Conduct

Students enrolled in the University are expected to conduct themselves in a manner compatible with the University's function as an educational institution.

<http://www.roosevelt.edu/current/judicial/code.htm>

Americans with Disabilities Act

Roosevelt University complies fully with the Americans with Disabilities Act. Details about ADA and Roosevelt's policies and practices are found in the following link:

<http://www.roosevelt.edu/dss/qualified.htm>

Religious Holidays (quoted from the Student Handbook)

Roosevelt University respects the rights of students to observe major religious holidays and will make accommodations, upon request, for such observances. Students who wish to observe religious holidays must inform their instructors in writing within the first two weeks of each semester of their intent to observe the holiday so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements by the deadline will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. However, all work missed for such absences, including papers and examinations, must be made up. Students who do not arrange for excused absences by the deadline are not entitled to such accommodations.

<http://www.roosevelt.edu/catalog04/upol-right.htm>

Additional Information (Optional)

- **Support Services**
Find out about the many ways Roosevelt University supports its students at the following link:
<http://www.roosevelt.edu/current/default.asp>
- **Computer Centers**
Find out where the computer labs are, when they are open, how to contact them, and much more:
<http://www.roosevelt.edu/doiit/labs/default.asp>
- **Library Hours**
Everything you need to know about the library is available to you on the library website:
<http://www2.roosevelt.edu/library/default.asp>
- **Blackboard Support**
The Blackboard course management system is supported by the RUOnline staff and by the Roosevelt University Help Desk:
Help Desk: <http://www.roosevelt.edu/doiit/help/details.asp?jump=Desktop>
RUOnline: <http://faculty.roosevelt.edu/ruonline/>
- **Use of turnitin.com**
If your faculty member is using turnitin.com software in class, you can learn how to use it by clicking the link below:
http://faculty.roosevelt.edu/ruonline/TurnItIn_Student_Manual.pdf