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/doit/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/doit/help/details.asp?jump=Desktop
  RUOnline: http://faculty.roosevelt.edu/ruonline/

- Use of tunitin.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