

FLORIDA ATLANTIC UNIVERSITY™

UGPC APPROVAL _____
 UFS APPROVAL _____
 CATALOG _____

Graduate Programs—PROGRAM CHANGE REQUEST

DEPARTMENT: EXERCISE SCIENCE & HEALTH PROMOTION (ESHP)

COLLEGE: EDUCATION

PROGRAM NAME: MASTER OF SCIENCE DEGREE IN EXERCISE SCIENCE & HEALTH PROMOTION

EFFECTIVE DATE

(PROVIDE TERM/YEAR)

FALL 2015

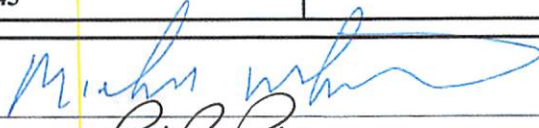

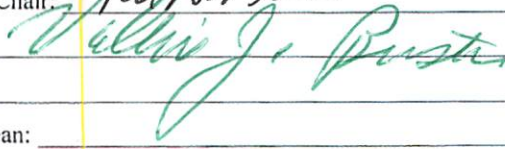
PLEASE EXPLAIN THE REQUESTED CHANGE(S) AND OFFER RATIONALE BELOW AND/OR ATTACHED:

1. **MS – HEALTH PROMOTION: REMOVAL OF EXISTING PREREQUISITES.** PREREQUISITES TO THE MS PROGRAM IN HEALTH PROMOTION ARE IMPAIRING ACCESSIBILITY TO POTENTIAL STUDENTS IN THE ESHP DEPARTMENT. THE LEADING PROGRAMS IN THIS FIELD AROUND THE COUNTRY DO NOT REQUIRE PREREQUISITES INTO THEIR ONLINE MS HEALTH PROMOTION PROGRAMS.
2. **MS – HEALTH PROMOTION: ONE ADDITIONAL REQUIRED COURSE: HSC 6115 – EVALUATION OF HEALTH PROMOTION/EDUCATION (ALREADY IN CATALOG AND HAS BEEN TAUGHT IN THE PAST).** THIS COURSE WAS LAST TAUGHT FALL 2006. WE WOULD LIKE TO BRING THIS COURSE BACK INTO THE PROGRAM NOW THAT FACULTY HAVE INCREASED. THUS, THE MINIMUM REQUIRED CREDIT HOURS IN THE MS HEALTH PROMOTION PROGRAM WILL BE 36 CREDIT HOURS, RATHER THAN A MINIMUM OF 33 CREDIT HOURS.
3. **MS – HEALTH PROMOTION, EXERCISE PHYSIOLOGY, & STRENGTH AND CONDITIONING: REMOVAL OF COMPREHENSIVE EXAMS.** INSTRUCTORS ARE ENCOURAGED TO PROVIDE CUMULATIVE EXAMS IN ALL GRADUATE CLASSES.

Faculty contact, email and complete phone number:
Dr. Tina M. Penhollow, Associate Professor
 Email: tpenholl@fau.edu
 Phone: 561.297.2643

Consult and list departments that might be affected by the change and attach comments.
 An email was sent out to all COE Department Chairs; no conflict or overlap with adding HSC 6115 back into our MS – HP track curriculum was identified.

Approved by:

Department Chair: 
 College Curriculum Chair: 
 College Dean: 
 UGPC Chair: _____
 Graduate College Dean: _____
 UFS President: _____
 Provost: _____

Date:

2/11/15
2/11/15
2/12/15

Email this form and syllabus to UGPC@fau.edu one week before the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website prior to the meeting.

CATALOG CHANGES

Exercise Science and Health Promotion Faculty:

Whitehurst, M.; Zoeller, R.; Graves, B.S.; Penhollow, T.; Hall, M.; Huang, C-J.; Zourdos, M.; D'Angelo-Herold, A.; Boerum, C.; Cribbs, L.; Pyka, I.

Mission Statement

The Exercise Science and Health Promotion Department's mission is threefold: 1) to promote student academic excellence through cogent educational and innovative instructional models, including extensive practical training in order to obtain the highest levels of scholastic achievement; 2) to support faculty and student basic and applied research for the purpose of advancing knowledge in the exercise sciences field; and 3) to create opportunities for the exchange of health promotion science information between faculty, within the university and throughout FAU's service area, as well as the state, region and nation.

Program/Unit Purpose

The goal of the program is to prepare students for careers in exercise science and health promotion areas such as, but not limited to, corporate fitness, commercial fitness, hospital wellness centers, resort and cruise industry, athletic trainer, clinical exercise physiologist, personal trainer, strength and conditioning specialist, community health agencies, gerontological health centers and community recreation agencies. **Another goal is to provide students with a foundation to pursue advanced (Graduate) education and careers in related fields such as physical therapy, occupational therapy, or physician assistant. This is accomplished through teaching, lectures, scholarly writing, committee work and meaningful multidisciplinary partnerships.** The Department offers a bachelor's and a master's degree in this discipline.

Link to Master's Program

Bachelor of Science (B.S.) or Bachelor of Science in Education (B.S.E.) with Major in Exercise Science and Health Promotion

Upon completion of the Exercise Science and Health Promotion baccalaureate program, students will be prepared to take the American College of Sports Medicine certification examination for the Certified Health Fitness Specialist (HFS); National Strength and Conditioning Association Certified Strength and Conditioning Specialist (CSCS) and Certified Personal Trainer (CPT), as well as the Certified Health Education Specialist (CHES).

General Admission Requirements

1. Satisfy all University entrance requirements;
2. Satisfy the Intellectual Foundations Program requirements;
3. Be programmed by an assigned ESHP advisor.

Prerequisite Coursework for Transfer Students

Students transferring to Florida Atlantic University must complete both lower-division requirements (including the requirements of the Intellectual Foundations Program) and requirements for the college and major. Lower-division requirements may be completed through the A.A. degree from any Florida public college, university or community college or through equivalent coursework at another regionally accredited institution. Before transferring and to ensure timely progress toward the baccalaureate degree, students must also complete the prerequisite courses for their major as outlined in the *Transfer Student Manual*.

All courses not approved by the Florida Statewide Course Numbering System that will be used to satisfy requirements will be evaluated individually on the basis of content and will require a catalog course description and a copy of the syllabus for assessment.

Undergraduate Program Lower-Division Requirements

Students planning on majoring in Exercise Science and Health Promotion can satisfy some University and general education requirements while simultaneously satisfying ESHP program requirements. All prerequisite courses require a grade of "C" or better. The following prerequisites or their equivalents are required for all ESHP majors:

Prerequisite Courses Required		
Health, Fitness for Life	HSC 2100	2
First Aid and CPR	HSC 2400	2
Mathematics		
College Algebra	MAC 1105	3
Information Systems Fundamentals	ISM 2000	3
Introductory Statistics	STA 2023	3
Social Sciences		
General Psychology	PSY 1012	3
Sciences (Natural)		3
Anatomy/Physiology 1 and 2 (including labs)		8
General Chemistry 1 (including lab)		4
PEM/PEN courses (2 separate) 1 to 2 credits each		

Note: Both Biochemistry and General Physics are recommended for students planning on graduate study.

Upper-Division Requirements		
Third Year Fall Semester (16 credits)		
Introduction to Exercise Science and Health Promotion	PET 3102	3

Exercise Physiology	APK 4110	3
Exercise Physiology Lab	APK 4110L	1
Neurophysiology of Human Movement	PET 3050	3
Nutrition in Health and Exercise	PET 3361	3
Elective*		3
<i>Spring Semester (17 credits)</i>		
Exercise Testing	PET 4550	3
Fitness Assessment and Exercise Prescription	PET 4551	3
Exercise Testing Lab	PET 4550L	1
Kinesiology	PET 4330C	4
Exercise Leadership 1	PEP 3192	3
Exercise Leadership 2	PEP 3136	3
<i>Fourth Year Fall Semester (15 credits)</i>		
Electives (3)*		9
Advanced Methods in Strength and Conditioning	PEP 4138	3
Health Promotion	HSC 4581	3
<i>Spring Semester (12 credits)</i>		
Internship (permission required and all required courses must be completed)		
Management Principles in Exercise Science and Health Promotion	PET 4946	9
<p>*Electives - Select four from the following:</p> <p>Students must select at least one elective from the following list. Other electives selected that are not on the list must be approved in advance by the student's academic advisor.</p>		
Biomechanics	PET 4340C	3

Exercise Programming for the Older Adult	PET 4402	3
Obesity: Bio Psych & Cultural Factors	PET 4263	3
Perspectives in Health	HSC 3102	3
Stress Management	HSC 4104	3
Substance Abuse	HSC 4143	3
Weight Management	HSC 4139	3
Evaluating Research in Exercise Science	PET 4500C	3
Practicum in Exercise Science and Health Promotion	PET 4947	3

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Prerequisites

Most courses within the Exercise Science and Health Promotion baccalaureate program have prerequisites. All prerequisite courses require a grade of "C" or better.

1. Anatomy/Physiology 1 and 2 plus Labs (BSC 2085, BSC 2085L, BSC 2086, BSC 2086L) are prerequisites for APK 4110, APK 4110L, PET 3050, PET 4330C, PET 4550, PET 4550L and PET 4551.
2. General Chemistry plus Lab (CHM 2045, CHM 2045L) are prerequisites for APK 4110, APK 4110L, PET 4550, PET 4550L and PET 4551.
3. Health, Fitness for Life (HSC 2100) is a prerequisite for APK 4110, APK 4110L, HSC 3102, HSC 4581, PEP 3136, PEP 3192, PET 4550 and PET 4551.
4. First Aid and CPR (HSC 2400) is a prerequisite for PET 4947.
5. Perspectives in Health (HSC 3102) is a prerequisite for HSC 4581.
5. College Algebra (MAC 1105) is a prerequisite for PET 4550.
6. Exercise Leadership 2 (PEP 3136) is a prerequisite for PEP 4138 and PET 4947.
7. Exercise Leadership 1 (PEP 3192) is a prerequisite for PET 4550, PET 4552 and PET 4947.

8. Introduction to Exercise Science and Health Promotion (PET 3102) is a prerequisite for PET 4404 and PET 4947.

9. Kinesiology (PET 4330C) is a prerequisite for PET 4340C and PET 4947.

10. Exercise Physiology (APK 4110) is a prerequisite for PEP 3136, PEP 3192, PEP 4138, PET 4402, PET 4550, PET 4550L, PET 4551, PET 4552 and PET 4947.

11. Exercise Physiology Lab (APK 4110L) is a prerequisite for PEP 3136, PEP 3192, PEP 4138, PET 4402, PET 4550, PET 4550L, PET 4551 and PET 4552.

12. Exercise Testing (PET 4550) is a prerequisite for PET 4947.

13. Fitness Assessment and Exercise Prescription (PET 4551) is a prerequisite for PEP 4138, PET 4552 and PET 4947.

14. Internship (PET 4946) requires completion of all ESHP program coursework and permission of program director.

15. General Psychology (PSY 1012) is a prerequisite for PEP 3136, PEP 3192 and PET 3050.

General Advice

1. Meet with an ESHP advisor before registering for any classes.

2. Meet with an ESHP-assigned advisor at least once each semester.

3. Complete and sign an official plan of study aka the "contract" with an ESHP advisor's written approval after meeting foreign language, Writing Across Curriculum (Gordon Rule) requirements; after receiving the College of Education welcome letter; and after attaining a "C" or better in all prerequisite courses for the ESHP program.

4. Student must have current student professional liability insurance during the internship. See internship coordinator for specific information.

Program Completion Criteria

Students who complete all required work in the undergraduate Exercise Science and Health Promotion Program will be awarded the Bachelor of Science in Education (B.S.E.) degree. Students who elect to fulfill the University foreign language requirement in addition to the ESHP requirements will receive a Bachelor of Science (B.S.) degree. To be eligible for graduation, the student must satisfy all University, College, Department and program requirements and complete the ESHP upper-division requirements and prerequisite courses with a grade of "C" or better in each course.

Master of Science with Major in Exercise Science and Health Promotion

The master's degree with major in Exercise Science and Health Promotion may be structured with a concentration in **Exercise Physiology, Health Promotion, or Strength and Conditioning.**

Admission Requirements

1. The student must meet College and University requirements.
2. Any applicant seeking admission **into the M.S. program** with a major in Exercise Science and Health Promotion must have:
 - a. A minimum grade point average of 3.0 in the last 60 credits of undergraduate work attempted prior to receiving the bachelor's degree and minimum Graduate Record Examination (GRE) scores of 141 on both the verbal and quantitative portions, as well as an analytical writing score of 3.5; or, for those who took the exam before August 2011, a minimum combined score of 800 or equivalent on the verbal and quantitative portions; OR
 - b. A minimum grade point average of less than 3.0 in the last 60 credits of undergraduate work attempted prior to receiving the bachelor's degree and minimum GRE scores of 146 on both the verbal and quantitative portions, as well as an analytical writing score of 4; or, for those who took the exam before August 2011, a minimum combined score of 1000 or equivalent on the verbal and quantitative portions.
3. Students without Exercise Science undergraduate degrees who desire to pursue a master's degree in FAU's Exercise Science and Health Promotion Program must complete specific undergraduate prerequisites. These prerequisite courses may not be used as electives.
4. Graduate students are required to have current CPR certification (HSC 2400, Emergency First Aid/CPR, 3 credits) and CITI.

Admission to Candidacy

See College of Education requirements. Thesis students must pass an oral defense. All students must complete an exit survey and interview.

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Degree Requirements		
<i>Required Common Core (9 credits)</i>		
Educational Research	EDF 6481	3
Research and Evaluation	PET 6505C	3
Educational Statistics	STA 6113	3
<i>Select one concentration from the three below.</i>		

<i>Exercise Physiology (34-37 credits)</i>		
Advanced Sport Nutrition	HUN 6247	3

Aging, Decision-Making and Mobility	PET 5077	3
Exercise Science Lab Methods	PET 5521	3
Advanced Exercise Physiology	APK 6111	4
Human Systems Physiology in Exercise Science	PET 6356	3
Electives		6-9
Thesis option*		6

The non-thesis option requires 9 credits of electives for a total of 34 program credits. The thesis option requires 6 elective credits and a minimum of 6 thesis credits for a total of 37 program credits.

<i>Health Promotion (36 credits)</i>		
Personal and Community Health	HSC 5203	3
Evaluation of Health Promotion/Ed	HSC 6115	3
Needs Assessment and Program Planning in Health Promotion	HSC 6248	3
Epidemiological Basis of Health	HSC 6505	3
Health Behavior, Health Education and Health Promotion	HSC 6585	3
Electives		6-12
Thesis option*		6

The non-thesis option requires 12 credits of electives **for a total of 36 program credits**. The thesis option requires 6 elective credits and a minimum of 6 thesis credits **for a total of 36 program credits**.

<i>Strength and Conditioning (34-37 credits)</i>		
Advanced Sport Nutrition	HUN 6247	3
Strength and Conditioning Program Design	PET 5391	3
Exercise Science Laboratory Methods	PET 5521	3
Practical Applications in ESHP**	PET 5947	3
Functional Biomechanics	PET 6346	3
Advanced Exercise Physiology	APK 6111	4

Human Systems Physiology in Exercise Science	PET 6356	3
Electives		0-3
Thesis option*		6

The non-thesis option requires 3 credits of electives for a total of 34 program credits. The thesis option does not encompass electives but requires a minimum of 6 thesis credits for a total of 37 program credits.

<i>Elective Options</i>		
Stress Management	HSC 4104	3
Weight Management	HSC 4139	3
Substance Abuse	HSC 4143	3
Health Promotion	HSC 4581	3
Evaluation of Health Promotion and Health Education Programs	HSC 6115	3
Advanced Sport Nutrition	HUN 6247	3
Advanced Methods in Strength and Conditioning	PEP 4138	3
Special Topics	PET 5930	3
Directed Independent Study	PET 6905	1-5
Entrepreneurship in the Health and Fitness Industry	SPM 6116	3

* Students need to be accepted into the thesis option. A writing sample is required as part of the application process. See the graduate coordinator for more information. Students selecting the non-thesis option must complete an additional 9 credits of coursework.

** PET 5947 is taken during the last semester; CSCS certification is required before taking this class.



Department of Exercise Science & Health Promotion
HSC 6115 - Evaluation of Health Promotion/Education Programs
Credit Hours: 3
Spring 2015

Professor: Dr. Michael Hall, CHES
Office: Boca Campus, Education Bldg 47, Office 474
Office Hours: T,R 2:00pm-3:30pm; M,W 10:00am-11:30am
Contact: E-mail: mhall61@fau.edu; Office Phone: 561.297.2420
Course Schedule: Via Blackboard
Sect. 001, Call No. 29061

Course Delivery Model

The course will be delivered in the online modality. Weekly modules will be released and you may participate any time during that week at your convenience (as long as you meet any posted deadlines).

Course Description

The course will introduce procedures and skills essential to the evaluation of health promotion and health education programs in a variety of settings. Major areas of emphasis include selecting evaluation design issues and steps involved in conducting an evaluation, and communicating evaluation results.

Course Objectives/Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Describe the evaluation movement and the related evaluation terms.
2. Identify the purposes of evaluation and the role of the program evaluator.
3. Describe the principles and steps of program planning as they are related to evaluation.
4. Select appropriate evaluation design(s).
5. Conduct qualitative process evaluation as well as quantitative evaluations.
6. Identify and develop an appropriate data collection instrument or questionnaire.
7. Apply obtrusive and unobtrusive data collection methods.
8. Apply descriptive and simple inferential statistical techniques to analyze and interpret evaluation data.
9. Compare and perform cost effective and cost benefit analyses.
10. Complete a comprehensive, professional evaluation report.

Attendance, Makeup Test, Late Work, and Incomplete Policy

Since the course is delivered completely online, you are expected to access the course at least three times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines since your classmates' work depends on your participation, and vice versa. Failure to meet this obligation may be viewed as course abandonment, and you will be dropped from the course. Please be aware that a dropped course may affect your financial aid. Being dropped from the course is irrevocable, and you will not be re-instated. If you are experiencing major illnesses, absences due to university duties, or other large-scale issues, contact the instructor immediately to formulate a resolution (if possible). Notifying your instructors after the fact will not be sufficient to prevent being dropped.

Classroom Etiquette Policy/Netiquette

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism; however, remember you are adult students and professionals—your communication should be appropriate. You are expected to use correct spelling and grammar and write in complete sentences. Also, please note that in the online environment you do not have the advantage of voice inflection or gestures. As a result, sarcasm can come across very negative, so this form of communication should be avoided. When conducting peer reviews or responding to classmates' posts, remember that you are responding to the ideas of the writer: keep your communication professional and on-topic.

Disability Policy Statement

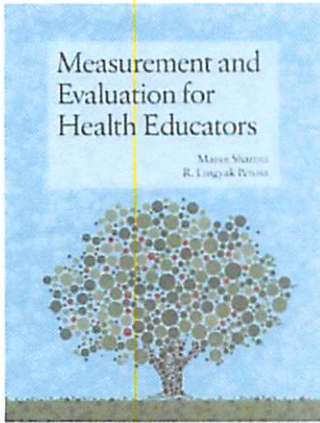
In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in Boca Raton SU 133 (561-297-3880), in Davie - LA 240 (954-236-1657), in Jupiter - SR 110 (561-799-8585) and follow all OSD procedures.

Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#). If your college has particular policies relating to cheating and plagiarism, state so here or provide a link to the full policy.

Plagiarism is unacceptable in the University community. Academic work that is submitted by students is assumed to be the result of their own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source!

Required Texts/Readings



Sharma, M., and Petosa, R.L. (2014) *Measurement and Evaluation for Health Educators*. Jones & Bartlett Learning. ISBN: 978-1-4496-2820-8

Supplementary/Recommended Readings

Publication Manual of the American Psychological Association (APA) (6th edition). (2009). ISBN: 978-1433805615.

Spring 2015 Term Dates: January 5 – April 29

Spring Break March 2-8

TOPIC			READINGS/ASSIGNMENTS
Week 1:	1/5	Intro to Eval in HE and HP	Chapter 1 Syllabus exam Due*
Week 2:	1/12	Planning Evaluations for HE and HP	Chapter 2 Quiz 1
Week 3:	1/19	Basics of Measurement	Chapter 3 Chapter 1,2&3 Questions Due Quiz 2
Week 4:	1/26	Steps in Instrument Development	Chapter 4 Assignment Due Quiz 3
Week 5:	2/2	Reliability Assessment	Chapter 5 Quiz 4
Week 6:	2/9	Validity Assessment	Chapter 6 Chapter 4,5&6 Questions Due Quiz 5
Week 7:	2/16	Midterm Exam: Chapters 1-6	
Week 8:	2/23	Measurement Errors	Chapter 7 Assignment Due Quiz 6
Week 9:	3/9	Process Evaluation	Chapter 8 Chapter 7&8 Questions Due Quiz 7
Week 10:	3/16	Designs for Quantitative Evaluation	Chapter 9 Assignment Due Quiz 8
Week 11:	3/23	Approaches to Qualitative Evaluation	Chapter 10 Quiz 9
Week 12:	3/30	Sampling	Chapter 11 Chapter 9,10&11 Questions Due Quiz 10
Week 13:	4/13	Quantitative Data Analysis	Chapter 12 Assignment Due
Week 14:	4/20	Data Interpretation and Report Writing	Chapter 13 Chapter 12&13 Questions Due
Week 15:	4/27	Final Exam: Chapters 7-13	

Evaluation:

Your final grade will be calculated as follows:

A.) Exams (2 @ 25pts):	50
B.) Assignments (4 @ 5pts)	20
C.) Chapter Questions (5 @ 4pts):	20
D.) Quizzes (10 @ 1 pts):	10

Total

100 points*

*** The point value for each of the assessments may appear low, this is intentional. I have taken a traditional points system and weighted each to fit on a 100 point scale. At any given time you are able to see exactly where you are and what points are available to contribute to your final grade.**

A. Exams: 50 points

There will be two exams in this course worth 25 points each (a midterm and a final). Exams will cover information based on PowerPoint lectures and the book. Tests will be multiple-choice, T/F, and short answer. **Students are required to take the exam on the day scheduled. Exams will be available from 6:00am to midnight on the day of the exam.** Students are required to contact the instructor **48 hours prior** to missing a scheduled exam with a legitimate excuse (ex: military commitment, death in the family, court-imposed legal obligations, or participation in a university athletic or scholastic event). **If the student does not contact the professor before missing an exam, a grade of "0" will be recorded. If an exam is not made up within three days, a grade of "0" will be recorded. See course outline for exam dates.**

***Syllabus Exam: A syllabus exam is scheduled for Week beginning 1/5. This exam is to familiarize you with taking exams on BlackBoard. No credit is attached to the exam; however, 10 points will be deducted from your final grade if you fail to take this exam. You may take the exam as often as necessary to score 100%.**

B. Assignments: 20 points

There are four assignments that are based on the planning of a program evaluation.

C. Chapter Questions: 20 points

There will be chapter questions due for each of the five parts of the textbook throughout the course of the semester. Each student must respond to the discussion (minimum of 100 words per question).

D. Quizzes: 10 points

There will be 10 chapter quizzes.

Grade Scale:

A = 94-100 B+ = 87-89 C+ = 77-79 D+ = 67-69 F = 59 and below

A- = 90-93 B = 83-86 C = 73-76 D = 63-66

B- = 80-82 C- = 70-72 D- = 60-62

Computer Requirements

Operating System

A computer that can run Mac OSX (some educational material may not be compatible to Mac, if you encounter technical issues, you may contact [eTutoring](#)) or Win XP or higher

Peripherals

1. Speakers and microphone or headset with microphone (if applicable).
2. A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.
3. Please visit the Students tab located at the top of the screen for LMS compatibility with your computer. Make sure your Internet browser is compatible and that you have all the recommended plug-ins installed.
4. Other software may be required for specific learning modules, but the links to download and install it will be provided within the applicable module.

Software Requirements and/or Access

Include a list of all required software. You may opt to include where students can purchase or access the software.

Orientation/Syllabus Quiz

In order to begin the course, students must demonstrate that they have read the syllabus, know the course navigation, and understand the expectations required of them by completing and passing an orientation quiz. The orientation quiz is structured to force students to use each type of question that will be used in the course. Using this procedure assures students have the correct settings, hardware, software, and technical expertise to be successful in the course prior to using them in assessments.

Time Commitment

At first glance, the schedule may startle you and make you think that there is an inordinate amount of work to do in this course. Online courses are designed for mature, self-motivated students like you. Keep in mind that all the work you do in this course adds up to the overall learning experience. There are no/limited face-to-face class meetings. So, expect to devote about

9 hours of work per week to this course, which is equivalent to three hours of face-to-face classes plus the preparation and homework you would normally do for those classes. The difference is that all the work is done online, and more independently than in a face-to-face environment. Some weeks may be lighter or heavier than others.

Email policy

Except for Saturdays, Sundays, and holidays, the instructor will respond to messages generally within 24 hours. Such messages should only be used to communicate personal or confidential matters; otherwise, please use the Questions/Concerns discussion board within the course so that the whole class can benefit from your questions and their answers.

Course-related questions

Post course-related questions to the Questions/Concerns discussion board. Asking course-related questions in this way allows other students with the same question to benefit from the responses. Also, make sure you review this discussion board prior to posting a question; it may have already been asked and answered in previous posts. If you ask a question via Messages and it is better suited for the discussion board, you will be asked to post the question there. Except Saturdays, Sundays, and holidays, questions on this discussion board will be generally answered by your instructor within 48 hours.

Announcements

You are responsible for reading all announcements. Check announcements each time you login to be sure you have read all of them since your last login session.

Discussion Expectations

Module discussions are graded discussions. Your posts must be professional, well organized, grammatically correct, and free of misspellings. You are expected to use proper grammar and write in complete sentences. Additionally, any content quoted, paraphrased, or gleaned from references must be properly cited (see [Plagiarism](#) and [Summary of Styles](#)). Interaction is a substantial portion of your grade. Each module discussion board requires at least 3 posts to receive full credit. The posts should be entered directly into the discussions. Attachments should be held to a minimum and only used if needed for illustration - like a chart, image, or table. The first post will serve as your original post in reply to the topic and must be 250-500 words in length and must be posted no later than midnight on the date indicated on the class schedule, in order to allow sufficient time for your colleagues to respond. The remaining two posts are to be responses to other students' posts. These posts must be at least 100-250 words in length and must be posted no later than midnight on the date indicated on the class schedule. They must contribute to the conversation through supportive addition or critique. When the responses are of the latter, they must argue the issue, never the author. The [Grading Rubric](#) (provided in the discussion boards) will serve as a guide. Except Saturdays, Sundays, and holidays, comments will be generally provided by instructors within 48 hours. At times, instructors may opt to post a

summary on the topic or responses. When this method of feedback is used, the summary will appear within 48 hours after the discussion due date, excluding Saturdays, Sundays, and holidays.

Written Submissions

These submissions are written assignments that are submitted via Assignments in Blackboard. No assignments will be accepted outside of the Blackboard system. Again, they must be professional, well organized, grammatically correct, and free of misspellings. Also, if the course is in a discipline that has a preferred style, your instructor may require you to write using that style. Some common writing styles are [APA](#), [Chicago \(Turabian\)](#), [CSE](#), [COS](#), and [MLA](#) (see [Summary of Styles](#)). Additionally, any content quoted, paraphrased, or gleaned from references must be properly cited (see [Academic Integrity](#) and [Plagiarism](#)). All written assignments should be in rich text format (.rtf) or Word format (.doc, .docx), unless another format is specified in the instructions, to ensure they can be opened easily by your instructor. Submissions that cannot be opened will not be graded. Please check the assignment directions to verify when and how feedback will be provided.

Learning modules

You will do most of your work in the Blackboard area, Learning Modules. There you will find most of what you need to complete assignments. Be sure to read all the instructions in the each learning module. The schedule is just an outline with due dates, and does not have the complete instructions for the assignments nor some of the materials, sources, etc. that you will be provided to work on projects. So, be sure to work in the learning modules as you advance through the course.

Working Ahead

You should work within the guidelines of the schedule for each learning module. In fact, the learning modules will not open for you to do the work outlined in this schedule until the dates that you should begin your work. This is crucial because you must work in tandem with your classmates on discussion boards, group projects, and peer reviews of individual and group projects. You should also plan to work on several assignments simultaneously.

Technical Problem Resolution Procedure

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. Should a problem occur, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action regarding a resolution. Please take the following steps should a problem occur:

1. If you can, make a Print Screen of the monitor when the problem occurred. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, visit <http://en.kioskea.net/faq/141-print-screen-screen-capture-windows-mac-os-x-and-unixlinux>.
2. Complete a HelpDesk ticket at <http://www.fau.edu/helpdesk>. Make sure you complete the form entirely and give a full description of your problem so the HelpDesk staff will have the pertinent information in order to assist you properly. This includes:
 1. Select "Blackboard (Student)" for the Ticket Type.
 2. Input the Course ID.
 3. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 4. Attach the Print Screen file, if available.
3. Send a message within Blackboard to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2.1-2.4 above).
4. If you do not have access to Blackboard, send an email to your instructor with all pertinent information of the incident (2.1-2.4 above).
5. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
6. If you do not hear back from the HelpDesk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

Support Services and Resources

- *Office of Information Technology Online HelpDesk:* <http://helpdesk.fau.edu>
- *FAU Libraries Website:* <http://www.fau.edu/library>
- *Center for Learning and Student Success Website:* <http://www.fau.edu/class>
- *University Center for Excellence in Writing:* <http://www.fau.edu/UCEW>
- *Math Learning Center:* <http://www.math.fau.edu/MLC>
- *Office of Undergraduate Research and Inquiry:* <http://www.fau.edu/our>
- *Office for Students with Disabilities Website:* <http://osd.fau.edu/>
- *Office of International Programs and Study-abroad:* www.fau.edu/goabroad
- *Freshman Academic Advising Services:* <http://www.fau.edu/freshmanadvising>