**Syllabus Template**

**(Approved by Curriculum Committee on 03/23/2020)**

**COURSE INFORMATION**

Course Title and number

Quarter

Number of units Meeting Location Meeting days and times

**COURSE DIRECTOR**

Full name(s), degree(s) Office location(s)

Office phone number(s) Email address(es)

*Briefly introduce instructor/course director background (e.g., education, private practice experiences, etc.).*

***Course communication***

*Tell students the preferred communication method(s) (e.g., Pacific email, Canvas Inbox, phone calls, Webex virtual office*

*hours, etc.), how soon they might expect to get a response from you, etc. Example* *below.*

Feel free to email me whenever you have questions. I will try my best to reply to your email inquiries within

24 hours or sooner. I am also happy to meet with you virtually via Webex.

***Course coordinator***

Full name

Office location

Office phone number

Email address

**COURSE OVERVIEW & DESCRIPTIONS General overview and goals**

*Include the course description. The course description must* *be* *identical to that printed in the university catalogue and*

*cannot be changed without approval of the curriculum committee. Official course descriptions can be found in the*

*academic catalog at* [*http://www.pacific.edu/About*](http://www.pacific.edu/About)*‐Pacific/AdministrationOffices/Office‐of‐the‐Registrar/Academic‐*

*Catalogs.html .*

**Learning Objectives**

*Write learning objectives in this format: Verb + noun. Example below.*

After taking this course, students will be able to:

1. Understand…

2. Analyze …

3. Evaluate…

4. Apply…

**Competencies developed through course**

*Check the school website for most current list of competency statements:*

https://[www.dental.pacific.edu/academic‐programs/](http://www.dental.pacific.edu/academic)doctor‐of‐dental‐surgery/competency‐statements‐and‐

definitions

**Instructional methods**

*Face‐to‐face lectures, small group seminars, blended learning, lab, clinic? If you are doing online learning, how will it be delivered (Webex, lecture recordings, Voicethread, etc.)? Example* *below.*

This course will be delivered in a blended format. In‐class sessions will generally consist of lectures, whole class and small group discussions, and Q &A. Online lectures will be delivered with Webex.

See the Course Calendar for the face‐to‐face and online class schedule.

**Assessment methods**

*This includes formative assessment and summative assessment. For example, quizzes in class and on Canvas, mid‐term*

*and finals on ExamSoft, test cases, presentations, e‐portfolio, etc.*

**Course Materials**

**Required text:** Textbook title, author, publisher, and edition.

**Recommended text:** Textbook title, author, publisher, and edition.

**Other supplementary materials (as appropriate):** This might include PDF files, assigned journal manuscripts, videos, etc. Tell students where these materials will be posted (e.g., within each Module on Canvas)?

**MAJOR ASSIGNMENTS**

*Describe each course assignment clearly. For example, examinations, projects, discussion forums, presentations, reflective portfolios, and so on. For each assignment, provide a brief rationale (e.g., how the assignment will help develop a specific skill/competency in students), grading methods (e.g., using a rubric), and due dates. Examples* *below.*

**Case‐base** **presentation** **(50** **points** **total)**

*Rationale for the assignment. Directions. Due dates. Grading.*

**Reflective** **portfolios** **(20** **points** **each** **\*2** **=** **40** **points** **total)**

*Rationale for the assignment. Directions. Due dates. Grading.*

**Online** **Discussion** **Forums** **(4** **points** **each** **\*** **5** **=20** **points** **total)**

Each week you will read assigned chapters in the textbook and discuss key concepts. You should post you original post and reply to **at least two (2)** peers in each forum.

**Due:** Original post due by Friday of the week by 11: 59 pm; replies to peers due by Sunday of the same week by 11:59 pm.

**Rubric:** Your discussion posts will be graded using the Discussion Forum Rubric in **Appendix A.**

**Expectations about online discussions:**

• Please post early so that your peers have enough time to read your post and reply. Late posts will hold back the class discussion.

• Log in to the forum 2 or 3 times per week to check on the discussions and take care of the comments/replied by peers.

* Provide meaningful replies to peers in your replies to them.
	+ \*\*\*Examples of constructive peer replies: Ask peers questions, ask for clarification, share your experiences and resources; suggest a solution to an identified challenge, etc.
	+ \*\*\*Empty responses such as “Great idea”, and “I like it” are **NOT acceptable** because they don’t contribute to peers’ learning. It is important to be friendly to peers, but the opportunities for peer learning are equally important in this course.

**ONLINE CLASS GUIDELINES**

*Be explicit about your online participation rules and norms. Share with students some effective online learning tips to help them succeed in the online environment. Examples* *below.*

**Tips for success as an online learner:**

* Plan for private, uninterrupted time to complete the assignments.
* Don’t wait until the last minute to start assignments.
* Read directions carefully.
* Check email regularly for updated information.
* If you have questions about an assignment, contact the course director promptly!

 The following skills and attitudes may contribute to success in online courses:

* An open mind towards technology and online education.
* Willingness to share your experiences with others.
* Strong writing skills for expressing yourself in the discussion area.
* Strong analytical and critical thinking skills for when you "get stuck."
* Resourcefulness. Don't be afraid to click on links and explore and ask questions.
* Good time management.

**For Webex online classes:**

 **You need:**

o Strong, reliable broadband.

o A quiet space.

o A private space if sensitive content is being shared (e.g., patient records).

o A laptop or desktop to access WebEx. Cellphone screens are too small to see the content. Only use a cellphone in emergencies.

o A microphone (most laptops have a built‐in microphone).

**Webex Participation Norms:**

* Each Webex session is recorded and posted to the course Canvas site. Please be aware of what you say– don’t divulge patient or other confidential information.
* You are encouraged to ask questions during a Webex class:
	+ To maintain a more orderly discussion, type your questions in the chat box. Send content related questions to “All participants.” I will pause throughout class to answer questions.
* You can also raise your hand virtually. I will unmute you for you to talk.
* Use the emojis to express your feeling during the online class.
* Keep yourself muted when you are not talking to avoid background noise.
* Turn off your camera. This reduces the demand on bandwidth and improves audio quality.

**Technical Help:**

 If you need help with Canvas or Webex:

* Call or email the SF IT help desk: 415.929.6514; pchelp@pacific.edu
* Canvas also has a 24/7 Support hotline: 844‐698‐7483

**For ExamSoft**

All ExamSoft exams will be administered remotely with ExamID and ExamMonitor enabled. Below are minimum system requirements to take the exams remotely.

* Examplify: **Version 2.3.2**
* Hardware
	+ Webcam
	+ Microphone (no headphones!)
	+ 2 GB free HDD space
	+ 4 GB RAM required; 8 GB recommended
	+ 2 Mbps upload speed
	+ CPU equivalent to Intel i3 2+ GHZ
	+ MAC OS (10.13, 10.14, 10.15)
	+ Windows 10 (Version 1809 or 1903 only)

**Technical Help:**

If you need help with ExamSoft**:**

* Call ExamSoft Support team**:** (866) 429-8889, ext. 1.
* Call or email the SF IT help desk: 415.929.6514; pchelp@pacific.edu

**STUDENT RESPONSIBILITIES**

*Expectations for students. For example, read assigned readings or watch assigned videos prior to coming to the class;*

*actively participate in in‐class and online discussions; contribute to group projects, etc. Example* *below.*

* You are expected to do assigned readings/viewings prior to coming to class sessions. This is very important because we will discuss and practice key concepts in the readings.
* You are expected to actively participate in and contribute to online and in‐class activities.
* You are expected to be respectful of yourself, your peers, and the instructor. Students are expected to demonstrate tolerance of diverse views and opinions.
* You are expected to demonstrate the ability to accept constructive feedback non‐defensively, and to use feedback to enhance your learning and performance.

**GRADING POLICIES**

*Percentage or point breakdown of each assignment, exam, interim and permanent grades, etc. Example* *below.*

**A: >= 93% B : 92‐80% C: 79‐70% D: 69‐60% F: <60%**

|  |  |  |
| --- | --- | --- |
|  | Total points | Weight |
| **Attendance** | 50 | 10% |
| **Weekly quizzes** | 100 | 10% |
| **Mid term** | 100 | 25% |
| **Final exam** | 100 | 25% |
| **Case‐based presentation** | 50 | 10% |
| **Reflective portfolios** | 40 | 10% |
| **Discussion forums** | 20 | 10% |
| **Total maximum points for the course** | 460 points | 100% |

**COURSE CALENDAR**

*Class dates, location (F2F/room or online?), topics, readings, exam/quiz dates, assignments due dates.*

**Dates Location Class Topics Assignment Due Dates**

F2F (514)

Online (Webex)

F2F (514)

**COURSE POLICIES**

*Clear statement on attendance policy (punctuality, sign in sheets, etc.)*

Missed Exams, Assignments (Make up policy) Academic Misconduct Policy

Description of violation of code of ethics and a statement of procedures for handling such violations.

Link to the school’s policy regarding accommodations in testing:

[http://dental.pacific.edu/School\_Catalog/Policies\_in\_Compliance\_with\_the\_Law.html.](http://dental.pacific.edu/School_Catalog/Policies_in_Compliance_with_the_Law.html)

**FOR CLINICAL COURSES ONLY\*\***

*Graduation Guidelines****;*** *Test case and/or competency assessment descriptions****;*** *Clinical metric definitions*

**Suggestion:** Attach all project rubrics at the end of the syllabus so that students have everything in one single document.

**Appendix A Online Discussion Forum Rubric**

**Appendix B Case-Based Presentation Rubric**

**Appendix C Reflective Portfolio Rubric**