**e-Learning Syllabus**

# Course title

|  |
| --- |
| INSTRUCTOR INFORMATION |

Professor: Name and Title (link to his/her home page)

Office: Location

Office Telephone:

Virtual Office Hours: (if necessary)

Email:

Assistant: name and telephone, email

Course Coordinator: name and telephone, email

|  |
| --- |
| COURSE INFORMATION |

CREDITS: Number of credits

PREREQUISITE: If necessary

GENERAL DESCRIPTION

This course is one of the modules in XXX program of the GSEM… The course will teach you about XYZ.

LEARNING OUTCOMES

By the end of this course, you should be able to: (below an example)

Articulate the differences between Theories X, Y & Z.

Understand the components of X, Y & Z.

Create a plan incorporating X, Y & Z.

Present, discuss and post your plan for X, Y & Z in an online format.

**UCTURE**

|  |
| --- |
| COURSE STRUCTURE |

This course is conducted entirely online, which means you do not have to be on campus to complete any portion of it. You will participate in the course using the Learning Management System (LMS) Moodle of the University of Geneva.

**or**

This course is hybrid, which means you participate part of the course on campus and part of the course online using the Learning Management System (LMS) [Moodle of the University of Geneva](https://moodle.unige.ch/). All the course resources can be found in Moodle.

|  |
| --- |
| COURSE REQUIREMENTS |

**COMPUTER REQUIREMENTS**

You will need to have a computer with Internet access and an up-to-date browser, operating system and some additional software on your computer to take this class. Please check the page [ELEARNING@UNIGE](https://elearning.unige.ch/ressources/plateformes/moodle/) to get more information ([Se connecter sur Moodle](https://elearning.unige.ch/index.php/download_file/view/46/218/" \t "_blank))**.**

**OMMUNICATION**

|  |
| --- |
| COURSE COMMUNICATION |

**KICKOFF SESSION (for blended course only)**

**ANNOUNCEMENTS and EMAIL**

Announcements will be posted in Moodle on a regular basis. They will appear on your Moodle dashboard when you log in and/or will be sent to you directly via **EMAIL**. Please make certain to check them regularly, as they will contain any important information about upcoming projects or class concerns.

Please do not hesitate to contact the professor, the assistant and the course coordinator via email or telephone if you have any questions.

**DISCUSSION FORUMS**

In online courses, it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Please post these in the Discussion Forum. This is an open forum, and you are encouraged to give answers and help each other. It helps you to engage with each other about the course content. In order to get full credit for each discussion, you will need to post thoughtful, well-written responses to the questions and respond to your classmates’ answers.

Optional: For each clear and comprehensive answer you give, you can receive XXX extra credit point for the course (up to XXX points maximum).

**WEBINAR**

There will be XXX webinars with professor according to the time slots proposed. Please check the Doodle page to choose the time slot that fits your schedule. C

OURSE PARTICIPATION

|  |
| --- |
| COURSE PARTICIPATION POLICY |

Participation is essential to your success in this class. In distance education courses, you are required to participate just as if you were in a face-to-face course. This means that in order to get full credit for participation, you will have to complete your discussion assignments, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class will result in being dropped from the course.

|  |
| --- |
| COURSE ASSIGNMENTS |

**IMPORTANT DATES**

The due dates for your assignments can be found in the Moodle course interface as well as in the syllabus. Please review these. In addition, we will post reminders prior to the due dates in the ANNOUNCEMENTS.

**WEEKLY ASSIGNMENTS**

Each week you will need to complete the following learning activities: 

* Read the weekly lesson (available from XXX zo XXX)
* Post in the weekly **Discussion Forum** by XXX,
* Respond to other students’ posts in the **Discussion Forum** XXX
* Complete the **assignments** in each course lesson by XXX
* Others …

**(if necessary)**

In addition to your weekly assignments, there will be XXX projects/papers for this course:

* PROJECT 1: X, Y, Z ANALYSIS. For this project, you will look for online materials about X, Y & Z.

You will then create a short 2-page typed analysis of your research using what you have learned in the course.

* PROJECT 2: ORIGINAL PLAN. For this project, you will use what you have learned in this course to create your own original plan incorporating X, Y & Z into your design.

|  |
| --- |
| EVALUATION CRITERIA |

|  |  |  |
| --- | --- | --- |
| **ASSIGNMENT** | **MODALITY** | **EVALUATION PERCENTAGE** |
| **Assignment 1 XXX** | **Individual work** | **XX%** |
| **Assignment 2 XXX** | **Group work** | **XX%** |
| **Participation (Discussion & Chat)** |  | **XX%** |
| **Others…** |  | **XX%** |
| **Total** |  | **100%** |

**EXTRA CREDIT (if necessary)**

You can earn up to XXX extra credit points for each relevant and well-thought response to questions in the QUESTION FORUM.

|  |
| --- |
| OTHER COURSE POLICIES |

**LATE WORK**

Late work will not be accepted. Assignments will not be available after the deadline. If you have an extenuating circumstance, please contact me by private message before the assignment is due to make alternate arrangements.

**DROP**

In order to avoid getting an F for the course, it is your responsibility to officially withdraw from the class prior to the deadline.

If you do not complete the course (title of the course) by the (date) after this class begins, you will be dropped from class for non-attendance. Students who do not participate in class, that is, who consistently do not complete assignments, quizzes, respond to forums or turn in other work will be dropped from the class for non-participation.

**ECIAL**

|  |
| --- |
| COURSE RESOURCES |

Course readings (mandatory)

* XXX

Additional readings (optional)

* XXX

|  |
| --- |
| COURSE SCHEDULE |

**Estimated learning time should correspond to the time required for the credits (25-30 hours for 1 credit).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **calendar** | **content** | **activity**  **(online or face-to-face)** | **assignment**  **(individual or group work)** | **estimated time for students** | **estimated time for instructor or tutor** |
| **week 1**  **XXX date** |  |  |  |  |  |
| **week 2**  **XXX date** |  |  |  |  |  |