Course Syllabus

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# Summary

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| **Course Title** | Geography of Russia and its Neighbors |
| **Course No.** | GEOG 16346 |
| **CRN** | Unsure of this |
| **Start/End Dates** | 9/1-12/8 |
| **Term/Module** | Fall 2021 |

|  |  |
| --- | --- |
| **Delivery Method** | **Number of Face-to-Face Meetings** |
| Hybrid | 2 |

## Course Description

This course studies in depth the geography of the former Soviet Union by focusing on regional variations in population distribution, cultural and ethnic inputs and physical environmental constraints. It emphasizes the respective roles of past centralized planning under Communist doctrine, practical experiences and resource distribution as they influenced economic development and, in effect, changed the geography of the area to a major degree in the 20th century. It further examines the consequences of the break-up of the U.S.S.R. on the 15 separate countries.

# Instructor

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|  |  |
| --- | --- |
| **Name** | Judy Okun |
| **Email** | okun@rowan.edu |
| **Phone** | 856-520-2589 |
| **Virtual  Office Hours** | Post questions and comments for the instructor to the Office Hours board (in **Discussions** Area). The instructor will respond within approximately 48 hours. For faster or more private correspondence, use email or phone. Zoom meetings are available by appointment. |

# Objectives

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* Students will be conversant in the physical and cultural geography of Russia and its neighbors.
* Students will be able to critically analyze major events and trends in Russia in context with its broader place in the world.
* Students will evaluate and analyze changes in Russia territorially and politically throughout its history.
* Students will evaluate Russia’s geopolitical and internal challenges through map analysis.
* Students will understand and investigate ethnic, environmental, political and environmental issues of the Eurasian realm.

# Prerequisites

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* None

# Materials and Texts

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* *A Geography of Russia and its Neighbors*, by Mikhail Blinnikov, The Guilford Press, First Edition, 2011, ISBN 978-60623-920-9
* *Cultural Atlas of Russia and the Former USSR* by Robin R. Milner-Gulland, Facts on File, Inc., Revised, 1998, ISBN 9780816038152
* Additional resources will be available through Canvas.

# Schedule

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**The following schedule is tentative and may be changed with prior notification from the instructor.**

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| --- | --- | --- | --- |
| **Weeks** | **Start Date** | **Meeting Dates** | **Readings, Activities & Assignments** |
| **1 & 2** | 09/01/21 | 09/01/2021  (in person or zoom) | **Topics:**   * Introduction, Physical Geography-Tectonics, Ice Age, Biomes and Landforms   **Readings:**   * Bliinnikov chapters 1-5   **Lectures:**   * Physical Geography PowerPoint   **Videos:**   * Included in DQ1   **Discussions:**   * DQ1--Chapter/atlas/lecture/video discussion/opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 1-Country Report Research |
| **3 & 4** | 09/06/21 |  | **Topics:**   * History-Vikings through Czardom   **Readings:**   * Ch. 6   **Lectures:**   * History Part 1 PowerPoint   **Videos:**   * Included in DQ2   **Discussions:**   * DQ2-Chapter/atlas/lecture/video discussion/opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 2-Country Report Research |
| **5 & 6** |  |  | **Topics:**   * History-USSR through Russian Federation   **Readings:**   * Ch. 6-8   **Lectures:**   * History Part 2 PowerPoint   **Videos:**   * Included in DQ3   **Discussions:**   * DQ3   **Quizzes/Exams:**   * Exam 1   **Assignments:**   * NA |
| **7 & 8** |  |  | **Topics:**  Demographics and Cultural Geography  **Readings:**   * 10-14   **Lectures:**   * Demographics and Cultural Geography PowerPoint   **Videos:**   * Included in DQ4   **Discussions:**   * DQ4-Chapter/atlas/lecture/video discussion/opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 3-Country Report Research |
| **9 & 10** |  |  | **Topics:**   * Economy and Trade   **Readings:**   * 17, 20, 21   **Lectures:**   * Economy and Trade PowerPoint   **Videos:**   * Within DQ5   **Discussions:**   * DQ5-Chapter/atlas/lecture/video discussion/opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 4-Country Report Research |
| **11 & 12** |  |  | **Topics:**   * Regional Geography-East-Moscow, Volga, Caucasus, Baltics   **Readings:**   * Chapters 22, 24, 25, 29   **Lectures:**   * Regional Geography-East PowerPoint   **Videos:**   * Included in DQ6   **Discussions:**   * DQ6-Chapter/Atlas/lecture/video discussion, opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 5-Country Report Research |
| **13 & 14** |  |  | **Topics:**   * Regional Geography-Urals and West-Urals, Northwest, Siberia,Far East, Central Asia   **Readings:**   * Ch. 23, 26, 27, 28, 31   **Lectures:**   * Regional Geography-Urals and West PowerPoint   **Videos:**   * Within DQ 7   **Discussions:**   * DQ7-Chapter/Atlas/lecture/video discussion, opinion question   **Quizzes/Exams:**   * NA   **Assignments:**   * Assignment 6-Country Report Research |
| **15** |  | 12/08/21 (in person or zoom) | **Topics:**   * Country Report Presentations   **Readings:**   * NA   **Lectures:**   * NA   **Videos:**   * NA   **Discussions:**   * Presentation DQ   **Quizzes/Exams:**   * Exam 2 this week or finals week   **Assignments: NA** |

# Assignment Outline

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## Assignments

Assignments will be bi-weekly and incorporate semester-long development of the **Country Report**, which will be an in-depth paper based on one of the countries of the former Soviet Union. All work will be submitted on Canvas.

**Discussion Questions**

Discussion questions will provide the class with the opportunity to interact, communicate, provide feedback, and exchange ideas with classmates on a bi-weekly basis. The DQ prompts will require responses to questions related to chapter readings, videos, map analysis, and opinion questions. DQs will require a minimum of four posts:

1. Your response to the prompts

2. Your feedback to two classmates and

3. Your response to a classmate.

**Quiz and Exam Policy**

There will be two fully online exams in this course. Detailed information is provided in the week in which each exam is administered. Exams must be submitted by their posted due date.

During all quizzes and examinations, students are permitted to use the following resources:

* Textbook(s) by specific title--*Geography of Russia and its Neighbors*
* Handwritten or typed notes
* Notes on your computer
* Internet access or web sites of any kind other than the Canvas LMS system
* **No** use of mobile phones or other devices other than the device on which you will take the exam

**IMPORTANT REMINDER:** Each student is expected to work on this **individually** and within the confines of the University Academic Honesty Policy (see <http://www.rowanonline.com> for University Policies and details).

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# Grading

**Late work policy**

Late Assignments will receive a 10 point deduction for each day late.

No late DQ posts will be accepted.

No make-ups for presentations.

Make-ups for exams with instructor’s approval will have 10 points deducted.

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## Final Grade Breakdown

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| --- | --- |
| **Grading Criteria/Assignment** | **Points/Percentage** |
| Assignments | 20 |
| DQs | 45 |
| Presentation | 10 |
| Exams | 25 |
| **Total** | **100** |

## Grading Scale

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | 93 and Up | **C** | 74 – 76 |
| **A-** | 90 – 92 | **C-** | 70 – 73 |
| **B+** | 87 – 89 | **D+** | 67 – 69 |
| **B** | 84 – 86 | **D** | 64 – 66 |
| **B-** | 80 – 83 | **D-** | 60 – 63 |
| **C+** | 77 - 79 | **F** | 59 and Below |

# Rowan Online Standard Policies (addendum)

The current version of Rowan Online Standard Policies, which are an addendum to this syllabus, are found in the [Rowan Online Standard Policies](https://docs.google.com/document/d/1o5XB4J2W8h52egi5-CnrpupqDMeN9LyFXRM8xiUj8Lk/edit#heading=h.ovkmxcofmaz1).

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# Course Structure

## Delivery Modes

Rowan Online defines its modes of course delivery as follows:

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| --- | --- |
| **Course Type** | **Description** |
| **Online** | 100% of the content and class sessions are held online, asynchronously with zero required face-to-face meetings. There are no exceptions. |
| **Hybrid** | Blends online and face-to-face delivery. Face-to-face class sessions compromise 30% or less of the course instructional hours. Online content is delivered asynchronously. |
| **Traditional (on the ground)** | Meets face-to-face for all scheduled class sessions. There is no technology use required for the course, but individual instructors may elect to integrate technology. |

## Online Portal

Students must access all technology services (Learning Management System, Tech Support, Email, etc.) via the user portal (referred to as the “Portal”) at [online.rowan.edu](https://online.rowan.edu). Rowan University operates a variety of technology systems and services, some of which may not be appropriate for online students. Accessing services via the Portal ensures that students are connected to the proper technical services and systems. The Portal is also used to disseminate announcements and important information to students in courses managed by Rowan Online.

## Learning Management System (LMS)

All Rowan Online courses that employ an online learning environment in any way have their content hosted in the Rowan instance of the Canvas Learning Management System (LMS). Students should be aware that there are other Learning Management Systems and online environments available at Rowan University, and it is possible that a student may use more than one system concurrently for various courses. To access the LMS, students must login at the [Portal](https://docs.google.com/document/d/1o5XB4J2W8h52egi5-CnrpupqDMeN9LyFXRM8xiUj8Lk/minimalstatic#bookmark=id.bex3ac2ofu).

## 

## Design

All online and hybrid courses are faculty facilitated, interactive courses that require regular communication between students and the instructor. All courses are highly structured and move through the content as a class and at a designated pace. Course deliverables including assignments, projects, assessments, etc. are scheduled and must be submitted at the designated due dates. Faculty and student contact time (time spent face-to-face in a classroom) is simulated in the online environment in accordance with The New Jersey Administrative Code Statute 9A:1-2.1 (e).   
  
The following aspects of course design are most notable to students:

* Courses have quality and rigor similar to that of a face-to-face class.
* Frequent interaction/communication between students and the instructor is required.
* Students are expected to participate in discussion with other students.
* Some courses require students to work and interact in groups.
* Hybrid courses will meet face-to-face several times during the course at a designated date, time, and location.
* Some courses are offered at an accelerated pace, meaning that the same amount of work conducted during a full 15-week semester is conducted in a shorter time-frame.

## Schedule & Logistics

* All courses are scheduled on Eastern Time (Daylight Savings or Standard), US by default. An exception may be made when the great majority of students enrolled in a course are located in another timezone. For example, if 3/4ths of the students in a course section reside in California, the course timezone may be set to Pacific Time, US. This change is made at the discretion of the course section instructor. Individual students have the ability to adjust the timezone in their LMS profile such that dates appearing in the course appear relative to their locale.
* Each week of an online or hybrid course will begin on a Tuesday at 12:01 AM Eastern Time (ET) and end by 11:59 PM ET on the following Monday (just prior to midnight). This gives students the benefit of a full weekend to work on and complete assignments each week.
* Online and hybrid course schedules may not coincide with the Rowan University academic calendar and traditional academic terms. For accelerated courses (7 or 8 weeks in duration), traditional breaks, including Spring Break, may not be observed in the course schedule. Consult the course syllabus for schedule details. The official course section start date can be found in the Banner Student Information System.
* **Course Preview.** Students receive a *PREVIEW* of the course prior to the official course start date. The course preview period begins 5 days prior to the start date of the course (unless otherwise notified). Typically, students have access to the course syllabus and Week 1 materials during the preview period. While students are welcome to contact the instructor with questions during the preview period, the course does not officially start until the posted official start date. The preview period may be restricted for a course section by the instructor or Rowan Online. Students will be notified if such a restriction is in effect.
* **Course END.** Courses are available in the LMS for at least 90 days after the official last day of the course. After this time period, the course will be archived and removed from the LMS. Students are responsible for downloading and archiving their course work and materials from the system prior to the removal of the course. In accordance with our [End User Technical Support Policy](https://docs.google.com/document/d/1a7QwGmwQh5V8eZ7ZZ0NGM9NMILv9bKFpM3-lK-dSrCY/edit), Rowan Online does not retrieve materials from courses that have been removed from the system and archived.

## Structure

Every online and hybrid course has the same general structure and organization in the LMS. Note that some courses may not follow this exact structure.

* **Home** - This is the first (entry) page displayed in the course. It is a direct link to the Modules Page.
* **Announcements -** This section contains announcements created by the instructor for the specific course. Students are typically welcome to comment and/or reply to announcements.
* **Modules** -This section contains core lesson materials organized by weeks. Each module has a Week Overview (lesson plans and instructions for the week) as the first posted document which serves as the students’ primary instructional guide. This area is organized by each Week of the course (i.e. Week 1 through Week 8). Some materials may be locked or unavailable based on various prerequisite criteria.
* **Assignments** - This section gives a detailed overview of all assignments in the course including due dates, point values, and weight in the course final grading schema.
* **Discussions** - This section provides access to all graded and not for credit discussion boards in the course.
* **Conferences**\*- This section provides access to the LMS Conference (real-time webinar or virtual meeting tool).
* People
* **Grades -** This will link you to the LMS Grading center where you can view your grades for the course.
* **Quizzes**\*-This section provides direct access to any assessments in the course including quizzes, tests, exams, and not for credit surveys.
* **Collaborations**\*- This section provides access to collaboration tools, such as group managed Google Documents.
* **Outcomes**\* - This section provides access to learning assessment goals and measured outcomes. These tools may be used by certain programs or departments to collect data regarding student performance that may be used for future accreditation agency reports.
* **Pages**\* **-** This section provides access to the Pages tool which has functionality similar to a Wiki.
* **Course Evaluation**\* - This section provides access to the course & instructor evaluation tools.

\* These tools are optional and only appear in courses that employ the tools and materials they provide access to. In some instances, some tools may become available or unavailable at certain times during the course offering.

# Communication

The following regulations describe appropriate use of the online learning environment, websites, tools and related facilities as provided by Rowan Online for the purposes of communication with students.

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| **IMPORTANT:** These policies are not optional, but define a mandatory code of conduct for all users of online technologies and environments. |

## Code of Conduct (Netiquette)

Student communication in Rowan courses that use online technology is always expected to be courteous, professional, and in conjunction with Rowan University's code of conduct (available at <https://confluence.rowan.edu/display/POLICY/Academic+Affairs>). Correspondence that denotes conduct unbecoming of a student will be reported to the office of student affairs.

## Email

Email is one of the primary modes of correspondence for online and hybrid courses. Important information, announcements, and broadcast messages from Rowan University, Rowan Online, and instructors are delivered via the Rowan University Student email system. Take careful note of the following email requirements:

* Rowan University student email employs the Google Email (Gmail) system. Email addresses are auto-provisioned by Rowan’s IRT Division and follow a format of either [USERNAME@rowan.edu](mailto:USERNAME@rowan.edu) or [USERNAME@students.rowan.edu](mailto:USERNAME@students.rowan.edu) (students choose the format when they activate their Rowan Network Account).
* All Rowan students are fully responsible for checking the communications delivered to their issued Rowan Student Email. Issues with receiving email should be immediately reported to Rowan IRT support ([support@rowan.edu](mailto:support@rowan.edu) or call 856-256-4400).
* Rowan University, its staff, and instructors are not required to have a record of any third-party email address for students. Only the official Rowan University issued student email is the primary email address on record and will be used for all official University, program, course, etc., communications.

## Messages & Posts

Students have the ability to post written messages and/or create multimedia (audio & video) posts to various areas of the online learning environment. Messages and posts must be made in accordance with the following:

* All messages and posts are expected to be professional in nature, considerate of fellow classmates and the instructor, and should contribute to the class in a positive manner. Rowan University intends to provide a safe and comfortable learning environment and expects students to maintain this atmosphere.
* The scope of student postings and messages must be limited to conversation that is pertinent to the course, its instructor, and/or the designated discussion topic at hand. Students must refrain from posting messages and information of a personal nature, especially when such information is not solicited by the activities prescribed within the course.
* Unauthorized use of the various communication tools for the purposes of making personal, unofficial announcements, complaints, grievances, or the like is strictly prohibited.
* Any message or post deemed offensive or inappropriate in accordance with this policy will be documented and subsequently hidden from view within the LMS. Any discriminatory or offensive content will be reported to the appropriate Rowan University office(s) for managing such issues.
* The **Office Hours Discussion Board** (located in the *Discussions* Areaof this course) is used as a public question and answer forum where all messages are intended to be addressed directly by the instructor. The instructor is expected to check and update (respond to posts) this board approximately every 48 hours unless otherwise noted. Correspondence of a private or personal nature should not be posted to this publicly accessible discussion board. Please check the course syllabus as some courses may have alternatives to the discussion board for office hours.

## Phone Calls

Students may contact the instructor by telephone when the appropriate telephone number is provided in the syllabus (or elsewhere). Students are expected to observe any posted calling hours, limitations, or related calling guidelines when presented by the instructor and/or other students. Instructors are not required by Rowan University to provide regular telephone communication service for students. Where noted, course instructors may provision for phone conversations by appointment.

## Participation

Students are required to utilize the communication tools offered in the [LMS](#kix.4roys9hacnqc) as all activities are tracked and correspondence is recorded, time stamped, and later archived. This allows the instructor to accurately gauge active participation for each student throughout the course. Moreover, this recorded correspondence may be needed later to reconcile issues related to class work, group work, and/or participation. Correspondence held outside of the LMS, whether using other unofficial software tools, phone communication, in-person meetings, etc., cannot be monitored and therefore may not be taken into consideration for a student's participation grade.

## Other Communication Technologies

Rowan Online provides access to numerous other communication technologies and collaboration tools (ex. webinars or virtual meeting systems) for use with courses and programs. These tools may be employed by the instructor(s) to deliver course content and conduct educational activities. Students are advised that participation in real-time, collaboration sessions may be required for certain courses (please check the course syllabus for details). Students that are unable to attend any planned webinar session due to prior obligations must consult the instructor in advance of planned collaboration sessions.

# Policies

## Rowan University Policies

## [Attendance Policy](https://confluence.rowan.edu/display/POLICY/Attendance+Policy) and [Interim Amendment for Fall 2020](https://docs.google.com/document/d/1AX2_zHxOD4w2SP8eZEO-2U3If1-rN7V1-YKzEj6DED0/edit?usp=sharing)

## [Accommodation Policy](https://confluence.rowan.edu/display/POLICY/Accommodation+Policy) and [Office of Disability Resources](https://sites.rowan.edu/disabilityresources/index.html)

## [Academic Integrity Policy](https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy)

## [Classroom Behavior Policy](https://confluence.rowan.edu/display/POLICY/Classroom+Behavior) and [Interim Amendment for Fall 2020](https://docs.google.com/document/d/1ZvRs792-IM5dk1xWDplxVVMpy83K2vHyVddLukXPcdo/edit?usp=sharing)

## [All Academic Policies](https://confluence.rowan.edu/pages/viewpage.action?pageId=39946518)

## University Resources

## [Return to Rowan](https://www.rowan.edu/returntorowan/)

## [Division of DEI and Rowan University Diversity Statement](https://sites.rowan.edu/diversity-equity-inclusion/about/index.html)

## [Student Sexual Misconduct/Title IX Reporting Form](https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/titleix/ix-reporting.html)

## [Student Discrimination, Harassment, and Retaliation](https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/titlevi/vi-reporting.html)

## [Dean of Students Office/Seeking Assistance](https://sites.rowan.edu/deanofstudents/forms/index.html)

## [Rowan Thrive](https://sites.rowan.edu/studentaffairs/initiatives/well-being/index.html)

## [ProfCents Affordability Resources](https://sites.rowan.edu/student-success/profcents/index.html)

## [Student Success Programs](https://sites.rowan.edu/student-success/index.html) and [Writing Center](https://ccca.rowan.edu/departments/writingArts/writinglab.html)

## [Wellness Center/Counseling & Psychological Services](https://sites.rowan.edu/wellness/index.html)

## [Rowan Success Network](http://www.rowan.edu/rsn)

## Rowan Online Policies Rowan Online student policies are posted in alphabetical order below.

## Add/Drop Re-Enrollment

Students who are dropped from a course section for any reason (i.e. drop due to non-payment of tuition fees) but are later re-enrolled into the same or another section must wait up to 24 hours from the time of re-enrollment (re-registration in the course section) in the Banner Student Information System before your account will become active in the course within the Learning Management System. Students whose course access is not restored after this 24 hour period should contact technical support.

## Assignment Submissions

The [LMS](#kix.4roys9hacnqc) is designed to accept multiple assignment submissions without blocking the student’s ability to submit work at any time. Students who incorrectly submit their work or have inadvertently submitted the wrong work may simply create another submission and notify the instructor as to which submission is considered the official (to be graded) submission for the assignment. By default, the most recent submission is considered the official submission. Submissions posted after the assignment due date will be accepted, but marked late. The instructor’s policies for late submissions will then apply as noted in the course syllabus.

## Attendance

Statistics regarding student usage are collected in the LMS. Faculty and administration can track student usage throughout the system including the number of times a student logs into the LMS, page views in the system, tool usage including posts and assignment submissions, and other various parameters.

### *Online Attendance*

A student is officially considered “present” in the online portion of a course when LMS analytic reports show that the student in question has visited each page, tool, or assignment as is reasonably necessary to conduct class work by the end of that week. This includes at least one visit to all pages, tools, and related materials presented in the week module as well as any other materials associated with class work for that week as specified in that week’s overview document. Instructors may actively check attendance and provide students with written notice regarding issues with their attendance record as they deem necessary. Additional policies regarding attendance and consequences for failure to meet the attendance requirements for this course, if any, are provided in the *Grading Section* of this syllabus.

### *Class List Completion (Banner Class List Completion Report)*

For the purposes of *Class List Completion*, the Provost’s Office recognizes a student as having attended an online course if that student has logged in to the given class in the LMS by the required University class list completion deadline for the current academic term. Any student who has not logged into the course section in the LMS by said deadline must be marked as having not attended the class by the instructor in the Banner Class List Completion report. Student login activity reports are available in the Analytics area of the course (available to instructors only).

### *Face-to-Face Attendance (For Hybrid Courses)*

For hybrid Courses, the planned face-to-face class meetings are mandatory, unless otherwise noted. Failure to appear at Face-to-Face meetings without documentation for excusing the absence may result in penalties as prescribed by the instructor in the course syllabus or at the discretion of the instructor in accordance with Rowan University attendance policy.

## Communication

Important information from Rowan Online is disseminated in the form of announcements posted to the [Portal](https://docs.google.com/document/d/1o5XB4J2W8h52egi5-CnrpupqDMeN9LyFXRM8xiUj8Lk/minimalstatic#bookmark=id.bex3ac2ofu). [LMS](#kix.4roys9hacnqc) users have the ability to manage notifications for various events in their personal account settings within the LMS.

## Discussion Post Management

Some courses are designed such that students are unable to edit or delete messages once they have been posted to a discussion board. This is often done to protect the integrity and history of the online discussion content. In such courses, a student who requires his/her post to be removed from the board must contact the instructor directly for further assistance. Any request to Technical Support for a discussion board post to be removed in course where the instructor has prohibited this authority to students will require instructor consent before the technical support can accommodate the request.

## End User Technical Support

Visit the [Rowan Online End User Technical Support Policy document](https://docs.google.com/document/d/1a7QwGmwQh5V8eZ7ZZ0NGM9NMILv9bKFpM3-lK-dSrCY/edit?usp=sharing).

## Final Grades

Official final grades are posted in the Self Service (Banner) system and will be reflected on the student’s official transcript. Final grades posted in the Learning Management System are considered unofficial and may differ from those posted in Self Service. For more information regarding discrepancies in grades posted in the LMS in comparison with those posted in Self Service, please contact your instructor.

## Online Quiz/Exam Resets

All online assessments (exams, tests, quizzes, etc.) offered must be conducted in accordance with the specific instructions provided in the course documentation and by the instructor. Students who experience technical difficulty while taking an online assessment and are subsequently unable to complete the exam (i.e. locked out of the exam, time has expired for the exam, exam submitted in an incomplete state but before the time limit, etc.) should contact the course instructor immediately for further assistance. Any request to technical support that requires an assessment reset, time extension, etc. will require approval from the course instructor. Note that instructor’s approval of an exam reset or correction must be received in writing by Rowan Online independently and directly from the instructor.

## Password Policy

Employees of Rowan University and employees (or representatives) of any vendor or third-party service employed by Rowan University should never ask you for your password. For your own protection, **NEVER PROVIDE YOUR PASSWORD(S) TO ANYONE**. Never provide your password via email, online, over the phone, or in-person to anyone. Rowan Employees do not need your password in order to assist you. In the event that access to your account is required, a Rowan Employee may request to change your password to a temporary password for you. The employee is required to ask your permission before doing so. After the problem is resolved, you will be required to reset your password on your own so that the temporary password is removed and only you know your new password. Only use your password to login on official Rowan University and Rowan Online web pages and systems. Use best practices to create secure passwords (See the [Rowan General Password Policy](https://confluence.rowan.edu/display/POLICY/General+User+Password)). If you have lost or need to change your password, you must do so yourself from the [id.rowan.edu](http://id.rowan.edu) website.

## Plagiarism Prevention

As part of any course, the instructor may ask students to submit written assignments to a plagiarism prevention tool. Alternately, the instructor may choose to directly submit an individual’s work to a plagiarism prevention tool at any time. If a student’s work is submitted to this tool, it will be stored in a database that is owned and operated by the company that provides this service. Students have the right to remove identifying information from their document submissions at their own discretion. Students further have the right to refuse either to submit work to the tool or have the university do so; invoking this right will not negatively impact any student’s ability to succeed in the course. **Any student who does not wish to submit his/her work to the plagiarism prevention tool must notify the instructor by email within *5 days* of the official course start date.** For any student who objects to the use of the designated tool, the instructor has the right to use other procedures, including online services that do not archive submitted texts, to assess originality. Rowan University has a licensing agreement with Turnitin.com, which is an online service that checks submitted documents against a large archive of electronic texts, including web content, newspapers, magazines, journals, books and student papers. This comparison results in a plagiarism report that shows matches to existing documents and providing a “Similarity Index,” a percentage score reflecting the proportion of the content that is similar to content in the texts that were compared to the submitted document. The report is simply a comparison of the texts; it cannot evaluate the intent of the author or the significance of any similarities. For example, if the submitted document incorporates information from a source that involves the use of a great deal of technical terminology, the Plagiarism Prevention Tool will document the occurrence of this terminology in the submitted document. However, said tool cannot distinguish between legitimate and illegitimate uses of similar terminology.

## Required Materials

A list of all materials, required and recommended, are available to students in the course syllabus under the “Materials and Texts” section. Students are often able to receive advance notice of required course materials which are posted in the Banner Student Information System. By the start of the course, students are expected to acquire all materials, including textbooks, publications, equipment, and software that are listed in the syllabus as "required." Students enrolled in the course after the start date (part of add/drop) must acquire all materials at their earliest convenience. Textbooks and other course materials may be purchased from the student’s vendor of choice. Typically, textbooks are in a quantity appropriate for the expected class size are made available for purchase from the Rowan University Bookstore. Students are advised to purchase materials from vendors who can ensure availability and reasonable shipping time. There will be no acceptable excuse for not having obtained the required materials by the indicated deadline.

## Student Commitment

Upon registration for this course, enrolled students have made a commitment to conduct assigned coursework within the schedule and terms presented in this syllabus. Note the following requirements for online and hybrid courses:

* Students are required to have Internet connectivity for the duration of their online or hybrid course such that they can reliably access the LMS and their online course content. Rowan Online does not provide offline course materials nor does it deliver course content through any other venue or medium than that available as part of LMS.
* Students commit to the official course section start date as posted by Rowan University Scheduling in the Banner system. Due to the complicated nature of online technology systems and the number of related systems and/or students that can be potentially impacted by changes, individual accommodations to release course content prior to the slated start date are not supported by Rowan Online. Additionally, individual accommodations to release content to students early throughout the course are not considered unless there are extenuating circumstances. There are no exceptions to this policy.
* Online programs do not provide breaks in the course schedule to observe holidays. Students are expected to continue work over holidays and associated holiday weekends or breaks. It is acceptable for work to be due on a holiday.
* Online and hybrid course schedules may not coincide with the Rowan University academic calendar and traditional academic terms. For accelerated courses (7 or 8 weeks in duration), traditional breaks, including Spring Break, may not be observed in the course schedule. Consult the course syllabus for schedule details. The official course section start date can be found in the Banner Student Information System.
* Students planning to go on travel during the offering period of their course are expected to make the necessary arrangements to have access to the online learning environment (the LMS) and related communication tools (website, email, etc.). Requests for special content access accommodations will only be considered in extenuating circumstances.

## Training

Rowan Online provides various venues to facilitate student training. All training opportunities are offered in a self-service format. Students generally have access to training materials and related support documents at all times. They may review materials as needed and at their own pace.

### *On-boarding*

All Rowan University students must enroll in a section ONL001100 - Rowan Online Immersion when registering for their first online or hybrid course. The policy, requirements, and more information regarding Rowan Online Immersion can be found at Rowanonline.com at <https://rowanonline.com/portal/immersion>.

### *Self-service Support*

Rowan Online provides self-service training to all students in the form of Knowledge Base Articles and Guides. The information in the Knowledge Base covers a very wide range of topics, including assistance with using the LMS tools and technologies, guides for getting started, troubleshooting and technical guides, and help for common problems or recent known issues. Students can find access to these self-service materials at anytime in the Support Center (top menu) in the Portal (after login). Students are strongly encouraged to visit and browse the Knowledgebase for answers and ideas prior to placing a support request.

### *Specialty Software/Hardware*

Some courses involve the use of specialty software and hardware. Training for the use of any specialty software or hardware will be provided by the instructor as part of the course.

### *Limitations*

Rowan Online does not provide in-person or over the phone training. Providing real-time training is beyond the scope of Rowan Online Technical Support Services. Rowan Online does not provide training for basic computer skills and computing software (including office productivity software - i.e. Microsoft Word). More information can be found in the End User Technical Support Policy.

## Verification of Student Identity

Verification of student identity policies and procedures, including the use of Examination Integrity (proctoring) Software for students in online courses, is managed by the [Rowan University policy for Verification of Student Identity](https://confluence.rowan.edu/display/POLICY/Verification+of+Student+Identity).

## Withdrawal

* *Withdrawal Period*. This phase falls between the end of the add/drop period and the completion of 50% of scheduled class meetings or total class duration (for online courses). In order to withdraw during this phase both the student and professor must sign the *Student Request to Withdraw From a Course* form. “W” will appear on a student’s record if they withdraw during the withdrawal period.
* *Late Withdrawal Period*. Late Withdrawal, applies at the completion of 50% to 75% of class meetings or course duration. In order to withdraw during this phase both the student, professor, and department chair must sign the *Student Request to Withdraw From a Course* form. “WP” or “WF” will appear on a student’s record if they withdraw during this phase.
* *Hardship Withdrawal*. Hardship Withdrawal, applies at the point when only 25% of class meetings or course duration remain. In order to withdraw during this phase the student, professor, department chair, and Dean/Dean designee must sign the *Student Request to Withdraw From a Course* form. “WP” or “WF” will appear on a student’s record if they withdraw during this phase.

**Special Needs Considerations**

## Considerations for Taking Online or Hybrid Courses for Students with Disabilities

A student with a disability considering enrolling in an Online or Hybrid course should first visit the RowanOnline.com web site to assist in their decision.

Prior to taking an online or hybrid course, the student should determine whether the effects of their disability would create an area of difficulty in any of the following areas:

* Taking part in online discussions
* Viewing online video and multimedia (i.e., Adobe Flash) postings
* Hearing online audio/video postings
* Comprehending written instructions
* Effective time management to complete assignments
* Assistive technology needs to be successful

Online course accommodations are approved on a case-by-case basis according to the student’s disability and documentation. Accommodations for online and hybrid courses may vary from those needed for in-class study. If a student is unsure of their accommodation needs for an online or hybrid course, please contact John Woodruff, Coordinator of Disability Resources at (856) 256-4234 or email [woodruff@rowan.edu](mailto:woodruff@rowan.edu).

## Online/Hybrid Course Accommodation Procedures

The request and determination of online or hybrid course accommodations varies from those needed for in-class study. Therefore students are required to follow these Online/Hybrid Course Accommodation procedures when enrolling in an online course:

1. Student contacts Disability resources office to request an accommodation letter to be emailed to them prior to the start of their course. If necessary, the accommodation letter will be modified to meet the needs of the student for the online/hybrid course.
2. Student contacts professor with as much notice as possible to inform him/her of the online/hybrid course registration and disability accommodation.
3. Online/Hybrid accommodation letters are scanned and emailed to the student.
4. Student emails accommodation letter to the professor.

## Online Timed Test Accommodations

For students who have an accommodation of extended time on tests there may be the need for an exception with online timed tests. This usually involves modifying the rules for the exam to give the student extra minutes based on the accommodation letter.

## For More Information

Academic Success Center; Disability Resources; Savitz Hall  
201 Mullica Hill Road  
Glassboro, NJ 08028  
856-256-4234

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