**[InstanceNo] – [Full Course Title] Course Overview**

(start date – end date)

# **Course Information**

## Course Description

[Provide a short overview as an introduction to the course.]

## Course Prerequisites

[Fill-in if this course requires completion of required courses prior to enrollment.]

## Course Contact Information

| Program Director | Instructor(s) | Technical Support |
| --- | --- | --- |
| PD Name  Affiliation  UW-Madison  Interdisciplinary Professional Programs  Email address:  Phone:  URL:  [Virtual] Office hours: | Instructor Name  Affiliation | [InterPro Online Support](http://onlinesupport@interpro.wisc.edu)  [DoIt Help Desk](https://kb.wisc.edu/helpdesk/)  [System Outages](http://outages.doit.wisc.edu/) |

## Course Environment

[Refer to delivery options for this course and adjust accordingly]

i.e., This is an online course and therefore no on-campus requirements. There are, however, regularly scheduled synchronous (live) web conferences and asynchronous discussion forums to facilitate communication, learning, and collaboration during the course. All activities/exercises and course interactions will utilize Internet technologies and require active participation.

# Course Goals

[You may include a paragraph or two to provide context for the course goals, the course’s importance, and why they should participate in it.]

## At the completion of this course, you will be able to:

1. Fill-in Goal
2. Fill-in Goal
3. Fill-in Goal

# Course Requirements

## Required Texts

* Book 1
* Book 2

## Optional Texts

* Book 3

## Required Course Material/Software

* [Fill-in if special software or materials are needed.]
* [Delete this entire section if no special tools are required.]

## Technical Requirements

For basic technical requirements, see [InterPro - Online Learning - Technical Requirements](https://kb.wisc.edu/engr/interpro/44741).

You are also encouraged to watch the Canvas Orientation recorded presentation, located in the Welcome module of your course site, to better understand the learning environment and related functionalities.

See course site for specific technologies and softwares.

# Course Schedule

## Live Web Conferences

The course requires you to participate in regularly scheduled live web conferences throughout the semester. The web conferences for this course are scheduled at the following time: [Every Wednesday, 6:30 - 7:30 PM.] See the online course site for connection information and instructions.

You should anticipate spending [#] of hours per week in this course.

The following course schedule provides a timeline for major lessons and [assignments].

| Week(s) | Topics/Subtopics  (Instructor(s)) |
| --- | --- |
| Week 1 |  |
| Week 2 |  |
| Week 3 |  |
| Week 4 |  |
| Week 5 |  |
| Week 6 |  |
| Week 7 |  |
| Week 8 |  |

# Course Assessments and Feedback

## [Assignment] Submission

All [assignments] must be completed by the due date and submitted to the designated space within the course site to successfully complete the course. Specific submission instructions are communicated ahead of the due dates.

## File-Naming Conventions

Submit [assignment] files in [specify file format PDF / MS Word, etc.], unless otherwise noted in the [assignment] instructions. Please submit all [assignments] with the following file-naming convention: LastnameFirstInitial\_[Assignment] Name.ext

For Example:  
BadgerB\_Exercise01.pdf

## Feedback

Feedback on [assignments] will be provided in a timely manner.

# Expectations

## How to Successfully Complete this Course

* Check your email regularly
* Login to the course site regularly
* Be proactive, prepared, and engaged in course activities
* Create a schedule and stay current on course content
* Ask questions sooner than later. See suggestions below for how to get help.

## Engagement, Preparation Time, and Attendance

Preparation for class means reviewing all information required for a given week, and then regularly and actively engaging with your classmates, instructor, and assigned course content. Attendance in this online course means logging into the online course site on a regular basis and participating in all required activities, including scheduled live web conferences. You are expected to manage your own time each week, to know when [assignments] are due, and any other weekly course or team obligations.

## Discussion Forum Participation

Discussion forums are an important part of most online courses. They can be stimulating and informative. At times, they can also be overwhelming. The [Discussion Forums Best Practices web page](https://kb.wisc.edu/engr/epd/page.php?id=45110#discussions) provides a set of guidelines for effective online discussion. Following these guidelines requires a commitment and concerted group effort. It is important to read the postings of your classmates and to respond appropriately, if a response is required. Discussions flow on a continual basis, so it is important to keep up, and to make the discussion productive while balancing responses and posts. See [How do I subscribe to a discussion](https://community.canvaslms.com/docs/DOC-10471-4212126078) in order to receive notifications of the latest discussion posts.

## Diversity and Inclusion

Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, outreach, and diversity as inextricably linked goals.

The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, instructors, faculty, and staff serve Wisconsin and the world.

This support also extends to the conscientious use of language and personal pronouns. If interested, see [Pronouns Matter](https://lgbt.wisc.edu/education/pronouns-matter/) from the Gender and Sexuality Campus Center to learn more and find instructions on how to indicate your preferred name or pronouns within the tools being used for this course.

For additional information, [see Diversity, Equity, and Inclusion](https://diversity.wisc.edu/).

## Communicating with the Instructional Team

Before emailing the Program Director or instructor, you are encouraged to check the following sources of information: course overview and discussion forums. This eliminates redundancy and expedites the process. If you cannot find the answer, post in the appropriate forum to which the question relates. You are encouraged to answer questions from other classmates in the forums when you know the answer, in order to provide timely assistance.

If you have questions of a personal nature, relating to a personal emergency, instructor feedback, or other private matters, you are welcome to contact the Program Director via preferred method: [email or phone]. Please allow 24-36 hours for a response.