Institute of American Indian Arts

**Our Mission**

"To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning, and outreach."

Syllabus and Course Outline

Insert Course Prefix Here Insert Course Number Here – Insert Course Title Here – Insert Credit Hours Here Insert Current Semester Here

**Class Location and Times** Insert Classroom Location Here Insert Days/Times Here

# Faculty Contact Information

Insert Name of Instructor Here Insert Office Location Here Insert Office Phone Number Here Insert Office Hours Here

Insert Email Address Here Insert Other Contact Information Here

# Course Description

Insert Course Description Here

**Requirements Fulfilled**

This course fulfills: (delete the check boxes that don’t apply)

|  |  |
| --- | --- |
|  | Core Curriculum Requirements |
|  | Major Requirements |
|  | Elective Requirements |

**Course Prerequisites**

Insert Prerequisite Courses or Conditions Here

**Enrollment Limit:** Insert Enrollment Limit Here

**Course Materials, Books and Supplies**

Insert Course Materials, Textbooks, and Supplies Here Details including costs

**Course Book Information for Students– Go to** [**https://iaia.ecampus.com**](https://iaia.ecampus.com/)

To log into your student eCampus AllAccess Account, use your ***IAIA Student email*** as the ***username*** and your ***Student ID number*** as the ***password***.

**Student Textbooks** are available for pick up at the IAIA Campus Bookstore, if the student did not update their mailing address.

**Distance learning students**, must log in and confirm your mailing address. Their textbooks will be shipped to their address. The books are placed on-hold until a mailing address is confirmed.

Return of textbooks: Student must return textbooks to the Campus Bookstore or use the eCampus free mail-back program or be charged for each unreturned book.

# Course Content Information

**Assignments**

Below are listed the course assignments, the weeks they come due, and points assigned.

|  |  |  |
| --- | --- | --- |
| **Week** | **Assignments** | **Points** |
| **1** | | |
| **2** | | |
| **3** | | |
| **4** | | |
| **5** | | |
| **6** | | |
| **7** | | |
| **8 (Midterm)** | | |
| **9** | | |
| **10** | | |
| **11** | | |
| **12** | | |
| **13** | | |
| **14** | | |
| **15** | | |
| **16** | | |
| **17 (Finals)** | | |

**Optional Requirements/Extra Credit**

Insert optional requirements & Extra Credit Here

**Course Outline**

Insert week-to-week course outline here

**Department Learning Outcomes, Student Learning Objectives, and Assignments**

Insert Department Learning Outcomes and Student Learning Objectives Here

1. Insert Department Learning Outcome Here
   1. Insert Student Learning Objective Here
      1. Insert Assignment Here
   2. Insert Student Learning Objective Here
      1. Insert Assignment Here
      2. Insert Assignment Here

# Grading Procedure

Insert grading procedure here

**Grading**

In addition to the traditional A-B-C-D-F grades, at IAIA, instructors have the option of assigning “+” and “-“ grades as well. Percentage columns below are intended only as a guideline. Faculty may change this and they may add above their own grading procedures.

|  |  |  |
| --- | --- | --- |
| **Grade** | **Quality Points** | **Percentage** |
| **A** | 4.00 | 94 – 100 |
| **A-** | 3.67 | 91 – 93 |
| **B+** | 3.33 | 87 – 90 |
| **B** | 3.00 | 84 – 86 |
| **B-** | 2.67 | 81 – 83 |
| **C+** | 2.33 | 77 – 80 |
| **C** | 2.00 | 74 – 76 |
| **C-** | 1.67 | 71 – 73 |
| **D+** | 1.33 | 67 – 70 |
| **D** | 1.00 | 64 – 66 |
| **D-** | 0.67 | 61 – 63 |
| **F** | 0.00 | Below 61 |

An Incomplete is only given for extreme illness or other emergency at the end of a semester when all other work has been successfully completed.

# Administrative Information

**Disability Support Policy Statement**

If you anticipate any barriers to your learning related to this course, please meet with me so that we can discuss ways to ensure your full participation in the course. IAIA makes every effort to provide appropriate accommodations for students with documented disabilities. If you determine that disability-related accommodations are necessary, please contact [adaoffice@iaia.edu](mailto:adaoffice@iaia.edu) or visit the Retention Director in the Student Success Center. We can work together to plan how best to coordinate approved accommodations.

**Privacy Policy: Family Educational Rights & Privacy Act (FERPA)**

In accordance with FERPA (P.L. 93-380) [(htt](http://www.ed.gov/policy/gen/guid/fpco/ferpa/))p[://www.ed.gov/policy/gen/guid/fpco/ferpa/),](http://www.ed.gov/policy/gen/guid/fpco/ferpa/)) college records are confidential. These records consist of the student’s admission application, high school and/or college transcripts, records of grades and academic standing, and any notes, memos, or letters about the student’s scholastic progress. Students have the right to: inspect and review their educational records; seek to have the records amended; and have some

control over the disclosure of information from their records. The only people who have access to a student’s file are:

* College faculty and staff who are conducting College business
* Federal, state, and local officials who by law must receive information from The College
* Any party designated by judicial order or subpoena, provided The College notifies the student.
* Anyone who has the student’s written consent.

The Family Educational Rights and Privacy Act protects a student’s right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, or gender.

**Academic Integrity**

Honesty in completing assignments is essential to the mission of IAIA and to the development of the personal integrity of students. Students are expected to be honest in regard to their studies at IAIA.

Plagiarizing assignments, copying examinations, illegally procuring or possession examinations, presenting another’s artwork as one’s own, or altering records shall all be considered academic dishonesty.

**Plagiarism of Written Source Material**

Three different acts are considered plagiarism:

1. Failing to cite quotations and borrowed ideas
2. Failing to enclose borrowed language in quotation marks
3. Failing to put summaries and paraphrase in a student’s own words

Penalties for academic dishonesty may include: failing grades for individual assignments, a failing grade for the course, academic suspension and/or expulsion from IAIA.

In an effort to ensure the integrity of the academic process in online courses, and in an effort to detect and prevent plagiarism, distance education faculty members may use electronic means to compare a student’s work with multiple sources. Electronic resources may include, but are not limited to, Google™ Scholar, Turnitin.com, or Eve 2.5.

**Attendance/Participation Policy**

Consistent and attentive participation is vital to academic success and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that participation related to specific classroom activities is required and will constitute a specific percentage of students' grades. Attendance Taking is mandatory. Consult the IAIA attendance policy in the Academic Catalog.

**Zoom Participation, Etiquette & Safety Protocols**

Be engaged

Participate in Zoom class as you would in an in-person classroom. Observe classroom etiquette as described in the student handbook.

Webcam presence - Use webcam and Zoom video if you have the ability and it is appropriate for class dynamics.

Be respectful

Dress for face-to-face.

Be professional to contribute to a focused learning environment. Class sessions may be recorded.

Be safe

Do not drive during zoom class sessions.

Reach out for help

For further guidelines visit the student hub course on canvas.

Contact instructor or IT at [itsupport@iaia.edu](mailto:itsupport@iaia.edu) when any technological issues arise.

*Insert Course Specific Participation Requirements Here*

**Instructor-initiated Withdrawal**

Instructors may initiate the withdrawal of a student from their course for Poor attendance (non-participation online), unsatisfactory progress or unacceptable behavior.

**Academic Calendar for Fall 2021**

<https://iaia.edu/academics/academic-calendars/>