Graduate School Course Review Committee
Recommended Best Practices
(Created March 13, 2015; Endorsed by the Graduate Council on May 7, 2015)

Graduate Differentiation for 400-level Courses

Common differentiations the Course Review Committee sees and their thoughts regarding weak, unclear, adequate, and too much differentiation:

Weak: instead of 5-6-page paper, 7-8-page paper and in-class presentation is 10 minutes not 5

Unclear: project/paper is graded more rigorously

Better… separate rubric is used for graduate students (clarify the higher expectations)

Adequate:

Major project topic must be cleared with professor and expectation is to tackle a more complex issue than undergrads; grads will present a summary of their topic (and undergrads don’t)

Additional project or paper that is about 10% of the work

Additional questions on exams/homework and leadership roles in projects

Research paper is expected to be longer (perhaps 25% longer), use primary sources, include an annotated bibliography, and synthesize material from sources into new conclusions

A bit too much:

All weekly posts twice as long as undergraduate, plus extra questions on exams and an extra project

Technology Requirements - Online/Blended Courses

Below is an example of technology requirements from a syllabus with amendments from the Instructional Design and Learning Technologies Center.

Course Requirements

Lectures, PowerPoint slides, tests, discussion forum questions, grades, and assignments will be posted on SIUE’s Blackboard site at https://bb.siue.edu/. Simply click each link to access the materials. I have labeled each link and content area as intuitively as possible. For example, assignments are under the Assignment link, tests are under the Test link, etc.

Technology requirements: Because this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines. Support for using Blackboard is available by
calling 618-650-5500, or by visiting the SIUE web pages that provide information about Blackboard, e.g. http://www.siue.edu/its/bb/

At a minimum, you will need the following software/hardware to participate in this course:

- computer with an updated operating system (e.g. Windows, Mac, Linux)
- updated Internet browser (Apple Safari, Internet Explorer, Google Chrome, Mozilla Firefox)
- DSL or Cable Internet connection or a connection speed no less than 6 Mbps. A secure, encrypted Wifi (requiring a login and password) is acceptable. Note that some Blackboard components will not work properly on free wifi from places like Starbucks, Panera’s or McDonalds.
- Microsoft Office (SIUE Students can now get Free Office 365 at http://www.siue.edu/its/students/software-hardware.shtml
- any other specialized software or basic software such as Adobe Reader, Media Players, Cloud Storage, Java, anti-virus software etc. (See: http://www.siue.edu/its/software/index.shtml)

**Blackboard Maintenance**

Please note that there are scheduled maintenance times for Blackboard. It is essential that you be aware of those times and make sure that you have submitted any work in progress (e.g. tests, assignments, posts to journal, wikis or discussion boards) prior to the systems being shut down for maintenance. Any work in progress will be lost when the servers go down for maintenance. Visit the Blackboard Maintenance Times (http://www.siue.edu/its/bb/migration.shtml) web site for specifics times.

**ACCESS STATEMENT**

**Option 1:**

**Services for Students Needing Accommodations**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726.

If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

**Option 2:**

**Services for Students Needing Accommodations**
It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at siue.edu/access or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726.

If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

Faculty are encouraged to remember:

- All online matter must be accessible to students with print and media disorders. This material includes; online text matter, reference material as well as video and audio files. ITS is a very good resource to assist with accessible online materials.

- All accommodations are valid in online courses. Testing time extensions are valid accommodations and faculty should increase testing time to double time for those students utilizing this accommodation. Instructions on how to allow a student double the time on Blackboard examinations may be found here: https://kb.siue.edu/page.php?id=64004

- Students needing accommodations cannot be required to be proctored during online exams unless the entire class is being similarly proctored.
  
  If you do not have any quizzes, exams, or finals, then double time is not necessary.

Please address any questions and concerns to ACCESS regarding this or any ACCESS matters.

Please note:

- It is inappropriate to inquire of students with disabilities the nature or diagnosis of their disability.

  All students needing accommodations are directed to show their DSS ID card to faculty when requesting assistance with an accommodation.

If you are looking for a statement for your syllabus to express commitment to diversity and inclusion at SIUE and in your classroom, the following diversity and inclusion syllabus statement was created by SIUE's IMPACT Academy Trainers. It is also available on the syllabus templates available in Instructional Design and Learning Technology's Teaching Toolkit, https://www.siue.edu/its/idlt/toolkit.shtml

**Recommended Diversity and Inclusion Syllabus Statement**

SIUE is committed to respecting everyone’s dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where
students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The Center for Student Diversity & Inclusion is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. 

Online form for reporting bias incidents.

Grading

Policy 1J1 provides info on the grade types and when they’re allowed. In particular:

- Final Project – A, B, C, D, F, DE (reserved for final project courses only) (Standard grade courses in which an I is given and not completed revert to F’s.)
- Cooperative experiences and graduate thesis – S, U, DE

DE--Deferred. Graduate Study and First Professional Degree: Used only for graduate courses and first professional degree of an individual continuing nature such as thesis or research or for internships and practicum lasting longer than one term. A DE grade for course work of an individual nature such as research, thesis, or dissertation is changed to a completed grade when the project has been completed.

NC--No Credit. Used for courses taken under Pass/No Credit option. No credit hours earned.