**CEP/ELP/LAI/LIS ###: INSERT YOUR COURSE TITLE**

Department of Counseling, School, and Educational Psychology (CSEP)

Department of Educational Leadership and Policy (ELP)

Department of Learning and Instruction (LAI)

Department of Library and Information Studies (LIS)

**Instructor Information**

Instructor: [Instructor Name, degrees/certifications]

Office: [Office Location, if applicable Baldy Hall, Buffalo, NY 14260]

E-mail: [Email – preferred for student contact] @buffalo.edu

Phone: [Phone (type)] 716-645-#### (voice)

Office Hours: By Appointment

**COURSE SCHEDULE – Fall 2017**

Monday, August 28, 2017 –  
Monday, December 18, 2017

*3 credits – Online Course  
via UBlearns   
and Collaborate Video Conferencing*

**Tentative Course Schedule**

This course is divided into weeks that run from Monday to Sunday at 11:59 p.m.; all due date and times are listed in local time for Buffalo, NY. Daylight savings time is observed. All assignments are described the Assignments section of the syllabus. The instructor reserves the right to makes adjustments to this schedule, as needed.

| **Unit** | **Topic(s)** | **Assignments** | **Discussion Questions** |
| --- | --- | --- | --- |
| Before Class Starts | Welcome & Introductions  Let’s take this time to learn a bit about each other before the class begins | [ ] Review the Syllabus; Ask any Clarifying Questions | Please let us know:  - Your name  - Your educational background  - Your occupation  - Is this your first online learning experience?  - What would you like to learn from this class? |
| **UNIT 1**  8/28/17 to 9/3/17 |  |  | 1.  2.  Initial Postings by Thursday @ 11:59 p.m. Responses by Sunday @ 11:59 p.m. |
| **UNIT 2**  9/4/17 to 9/10/17 |  |  |  |
| **UNIT 3**  9/11/17 to 9/17/17 |  |  |  |
| **UNIT 4**  9/18/17 to 9/24/17 |  |  |  |
| **UNIT 5**  9/25/17 to 10/1/17 |  |  |  |
| **UNIT 6**  10/2/17 to 10/8/17 |  |  |  |
| **UNIT 7**  10/9/17 to 10/15/17 |  |  |  |
| **UNIT 8**  10/16/17 to 10/22/17 |  |  |  |
| **UNIT 9**  10/23/17 to 10/29/17 |  |  |  |
| **UNIT 10**  10/30/17 to 11/5/17 |  |  |  |
| **Unit 11**  11/6/17 to 11/12/17 |  |  |  |
| **UNIT 12**  11/13/17 to 11/19/17 |  |  |  |
| **Fall Recess**  **Observed the week of 11/20** | | | |
| **UNIT 13**  11/27/17 to 12/3/17 |  |  |  |
| **UNIT 14**  12/4/17 to 12/8/17 |  |  |  |

**Important Dates @ UB – Fall 2017 Semester – (14 weeks)**

|  |  |
| --- | --- |
| Date | Event |
| Monday, August 28, 2017 | Classes Begin |
| Monday, September 4, 2012 | Labor Day Observed |
| Monday, November 20 – Sunday, November 26 | Fall Recess |
| Friday December 8, 2017 | Last Day of Classes |

*Always check the Office of the Registrar Site at* [*http://registrar.buffalo.edu/calendars/index.php*](http://registrar.buffalo.edu/calendars/index.php) *for official dates*