

**Communicating the Value of TSMO  
Instructor-led On-line Course Syllabus  
February – March, 2020**

**Course Material Review**

**Friday, February 21 – Thursday, March 5, 2020**

Students are recommended to review Lesson 1 of the course material in Moodle.

**Friday, March 6 – Thursday, March 12, 2020**

Students are recommended to review Lesson 2 of the course material in Moodle.

**Conference Calls**

**Wednesday, February 26, 2020, 2:00 – 2:30 PM (ET)**

The instructor will introduce the course and let students know what will be expected from them. Students will be able to ask questions about upcoming course workshops and any course material that has been reviewed to date. Dial-in information will be posted in Moodle.

**Wednesday, March 18, 2020, 2:00 – 3:00 PM (ET)**

If students have any questions about the course material reviewed to date or course workshop #1, they should submit them to the instructor via e-mail by 9:00 AM (ET) on this date. The instructor will answer them during the conference call and will also discuss Workshop #1. Dial-in information will be posted in Moodle.

**Course Workshops**

**Workshop:**

Saturday, March 14, 2020 - Students are to post their answer to this workshop in the “Forums” section in Moodle by 11:55 PM (ET) on this date.

Monday, March 16, 2020 - Students should review other student submittals and provide comments to at least three of them by 11:55 PM (ET) on this date.

Grading - Students will receive a grade for this workshop only if they post their answers to the “Forums” section in Moodle and respond to at least three other student submittals by the above dates.

Answers to Workshop will be available in Moodle on Wednesday, March 18, 2020.

**Final Exam**

**Wednesday, March 18 – Saturday, March 21, 2020**

The final exam will be available through Moodle beginning at 3:30 PM (ET) on Wednesday, March 18 through 11:55 PM (ET), Saturday, March 21, 2020. Students will complete the final exam online through Moodle. In order to receive their course Continuing Education Units (CEUs), students will also be required to complete the course evaluation online through Moodle.

**Course Grades**

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course and receive Continuing Education Units (CEUs).

Final Exam	65%
Course Workshop	30%
Completed Survey	5%
	100%