



## Syllabus; Course Expectations & Schedule

### YUFLI Sexual Harassment Compliance Training 2016

#### Professor Contact

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#### Course Information

Course Name	Yeungnam University Foreign Language Institute Sexual Harassment Compliance Training: 2016
Location	Online & Room 201: Foreign Languages Office

## Course Description

Terry Faulkner is designing a fully online version of sexual harassment compliance training as required by Korean law at our university. The course will be created with foreign university faculty in mind. First, you will become familiar with the three types of sexual harassment and then you will choose what steps to take if you are witness to, are a complainant of, or are accused of harassment. You will also choose the best solutions for various scenarios presented throughout the course. The majority of this course (all but one face-to-face meeting) will be completed online and self-paced but that does not mean that you should ignore suggested deadlines. Due to the sensitivity of the topic if any portion or activity is considered too personal please feel free to contact me and we can discuss alternative options. Your privacy is guaranteed and everything we say will be kept strictly confidential. There is no official attendance policy but there is only one (mandatory) face-to-face meeting on June 13<sup>th</sup>.

## Course Objectives

The goal of this course is to provide greater flexibility in how the SHCT content is presented as well as aiding in achieving a safe and comfortable working environment.

## Professional Conduct

- Be part of the solution (don't just complain, make suggestions, give feedback, contribute ideas)
- Be committed (complete the online training before the deadline)
- Be prepared (be ready to ask questions and take notes)
- Be a good listener (give your colleagues and me your full attention)

## Evaluation and Grading

This is a compliant/noncompliant course requiring an 80% pass rate on the summative assessment upon completion of the online portion of the course.

## Academic Honesty

Cheating of any kind will result in non-compliance (and may, depending on the severity of the case, lead to dismissal from your post at the university) or be subject to appropriate referral to a discipline committee. I will assume for this course that you will adhere to the academic creed of Yeungnam University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else.

## Disability Statement

Yeungnam University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Faculty with disabilities or those who need accommodations in this course must contact me before the seminar to discuss needed accommodations. I am more than happy to accommodate you but I cannot accommodate what I do not know to exist.

## Copyright

This course contains copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

## Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. You will never need to make any personally identifying information on a public site. Do not post or provide any private information about yourself or your fellow colleagues. Where appropriate you may use a pseudonym or nickname. If you have any concerns about this, please contact me and I will provide further clarification.

## Tips for Success

The following expectations will help you be successful in this course. Please carefully review these expectations and follow them.

1. Log into the course several times each week to check the course content, announcements, conversations, and discussions.
2. Keep up with the weekly readings and assignments. Those who keep up with the weekly reading and assignments tend to do much better in an online course than those who do not.
3. Please do not miss the suggested assignment deadline. Refer to the course schedule/calendar to ensure that you complete quizzes and knowledge checks before on time.

## Technology & Notifications

This course will be using the Blackboard System unless other changes occur. You can learn how to login to our system here.

<https://terryofaulkner.files.wordpress.com/2016/03/yu-fli-lecture-support-truncated.pptx> Please copy and paste this into your browser to download the Power Point instructions. Your login ID will be the 8-digit number given to you when you were hired.

If we use schoology, you will need to visit:

<https://app.schoology.com/register.php> after which you will choose “student”. Then use the access code sent to you to join the course. Here is a short tutorial on how to join: <https://vimeo.com/46434679>. Once you have joined, under the notifications tab in schoology.com you can opt to receive any or all of the following Email Notification Settings:

- Course update posted*
- Course comments on updates, assignments, or discussions*
- Comments on my posts*
- Assignment submissions*
- Test/Quiz submissions*
- Course content created*
- Course materials overdue*

## Interaction Guidelines

Many of the "rules of the road" that apply to conversations also apply to the use of interactive tools used in this course. Use the following conventions when interacting with the instructor and fellow students:

1. While using online (synchronous) tools, such as chat and conferences, be located in a quiet, private environment. This will help you stay clear of disturbances.
2. If you want to send a personal message to me, please use my email address: [terryofaulkner@gmail.com](mailto:terryofaulkner@gmail.com) or text me at 010.9644.1975.
3. Be patient. Don't expect an immediate response when you post to a discussion.
4. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
5. Respect each other's ideas and experiences by being courteous and considerate.
6. Be sure to post discussions in the appropriate discussion topic.
7. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or message).

## Netiquette

"Netiquette" has evolved to aid us in infusing our electronic communications with some of these missing behavioral pieces. "Emoticons" and other tools have become popular and I suggest *not* using them in your communication. Netiquette continues to evolve and I am sure that we will have constant additions to this growing language. The important thing to remember is to use your words carefully and mind the "tone" in your communication

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**\*The following is a tentative schedule. Changes may be made throughout the term.**

Week	Date	Topic/Content & Activities	Module
1	Feb 29 - Mar 4	Creating ID & Logging in the first time Introductions; emails, survey	Module 0: Intro
2	Mar 7 - 11	Content available for Module 1	Module 1: Verbal Sexual Harassment
3	Mar 14 - 18	Readings, videos; Verbal scenario; online knowledge check	Module 1: Verbal Sexual Harassment
4	Mar 21 - 25	Content available for Module 2	Module 2: Physical Sexual Harassment
5	Mar 28 - Apr 1	Scenarios, videos and meet the Gender Equality Team	Module 2: Physical Sexual Harassment
6	Apr 4 - 8	REVIEW WEEK	NO new material
7	Apr 11 - 15	<b>Election Day (NO CLASSES) Written Midterms</b>	No classes during the week of midterms
8	Apr 18 - 22	<b>Review Midterm Oral Exams</b>	No classes during the week of midterms
9	Apr 25 - 29	Return to normal teaching from exam week;	Midterm class survey (so far?)
10	May 2 - 6	Materials available; scenario; meet	Module 3: Visual Sexual Harassment
11	May 9 - 13	Videos; reading materials and lase scenario	Module 3: Visual Sexual Harassment
12	May 16 - 20	Interview with a Subject Matter Expert	Module 4: Reporting Harassment
13	May 23 - 27	Decisions: What should I do?	Module 4: Disciplinary Actions
14	May 30 - Jun 3	3(F) Last Day of Classes	Review Week No new material
15	Jun 6 - 10	<b>Final Written Exams</b>	No classes during the week of Finals
16	Jun 13 - 17	<b>13(M) Final Faculty Meeting: Sexual Harassment F-2-F 10 AM Room 201 YUFLI Building</b>	No classes during the week of Finals This is the only face-to-face meeting this semester. All other portions of the course will be online.