# MSU banner logo with green spartan helmet and the words Michigan State University

# College

# Department

## Course Title Spring 2024 Syllabus

Course Number

Credit Hours

Course meeting days and time

Course location (Specify the online platform if there is an online version or portion of the course. Examples: Zoom, Teams, and D2L)

Course website address (D2L url)

Course Modality (Face-to-face, online synchronous, online asynchronous, hybrid)

## Instructors

### \*\*\* Instructor Information:\*\*\*

| Instructor (pronouns) | Graduate Assistant |
| --- | --- |
| \*\*\*Name: \*\*\* | \*\*\* Name: \*\*\* |
| \*\*\* Office: \*\*\* | \*\*\* Office: \*\*\* |
| \*\*\* Office hours: Indicate location or the platform office hours will be held on and how appointments can be made outside office hours. Be explicit about communication channels and expectations, e.g. if you'll need 24 hours to reply to student emails. We suggest [Zoom meetings](https://remote.msu.edu/teaching/zoom-best-practices.html) and the use of a [Zoom waiting room](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room). \*\*\* | \*\*\* Office hours: (Note: if online, explain how to access; include provision to accommodate schedule conflicts) \*\*\* |
| \*\*\* Phone: \*\*\* (Specify if the office phone will be [forwarded to the instructor's personal phone](https://tech.msu.edu/network/telecommunications/) or if some other means of communication is to be used) | Phone: |
| \*\*\*E-mail: (specify preferred address)\*\*\* | E-mail: (specify preferred address) |

## Course Information

### \*\*\*Course Description\*\*\*

\*\*\*Your description of the course must be consistent with the course description as approved by the University Committee on Curriculum and the University Council, and as written in the University Online Catalog.\*\*\*

### Course Overview

Prerequisite:

### \*\*\* Required Textbook & Course Materials:\*\*\*

### \*\*\* Required Technologies:\*\*\*

### \*\*\*Recommended Texts & Other Materials:\*\*\*

\*\*\*Detail how and where to expect to access other materials throughout the course.\*\*\*

### \*\*\*Attendance Policy (if different from the University attendance policy, and especially if attendance will be tied to students’ grades. Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? Per MSU policy, even if the classroom environment cannot fully be duplicated, it is untenable for instructors to specifically state that there is no accommodation to a student that must miss class for an emergency. In online courses, be specific in defining the parameters of attendance. Are cameras required in synchronous sessions? In asynchronous online courses, what is attendance? Is participation in discussions required? Be explicit in addressing these questions for all online courses. \*\*\*

\*\*\*Specify clearly what the course policy is for webcam use. Please refer to [the MSU webcam policy guidance of Sept. 2020](https://education.msu.edu/resources/wp-content/uploads/sites/48/2020/09/Video-Conference-Policies-for-Camera-Use.pdf) for direction here.\*\*\*

\*\*\*For online or hybrid courses, specify what attendance means in an online course. Indicate if students are expected to be present at particular online sessions.\*\*\*

Consider the following guidance for extended illness or related absences:

* Clearly state the class expectations for attendance and consequences for non-attendance in the syllabus, including your policy for illness.
* Clearly state the class policies related to missing quizzes and submitting late work and the consequences for missing or late work.
* Suggest to students that they reach out to their advisors, College Student Affairs offices, and instructors if they will need to miss class due to prolonged illness.
* Encourage the students to establish a peer network of support in case they need to miss class.
* Provide information about the grief absence process; consider putting in links to [CAPS](https://caps.msu.edu/) and other support services listed on the [Keep Learning](https://remote.msu.edu/learning/index.html) Website.
* Provide a statement about what students should do should they become unable to attend class for an extended period of time.

### \*\*\*Course platforms/Structure:\*\*\*

Include **one of the three** following sections: FOR ONLINE/HYBRID COURSES ONLY: Include information about the online course management system you will use. For example:\*\*\*

This course will be delivered ***online*** through the course management system and you will need your MSU NetID to login to the course from the ***D2L homepage (http://d2l.msu.edu).***

In ***D2L***, you will access online lessons, course materials, and additional resources. Activities may consist of readings, discussion forums, email, journaling, wikis, and other online activities. ***Add and remove listed activities as appropriate to your course. Include information regarding the synchronous or asynchronous elements of your online course.***

**OR**

This course will be delivered in a ***hybrid*** mode. The online components of the class will be ***[list activities here]*** and will be accessible here ***[add information such as the materials and lectures will be on D2L]***. The in-person components of the class include ***[list activities here]*** and will be held at ***[include relevant location, time, dates and activities information here]***.

**OR**

This course will be delivered face to face and will meet in Room XXX.

## Instructional Objectives

### \*\*\*Course Objectives:\*\*\*

\*\*\*Describe instructional outcomes. Whether the course is online, hybrid, or in-person, these must align with the course description. You can contact the [Teaching Center](teachingcenter.msu.edu) for additional information in developing measurable learning objectives. \*\*\*

After successfully completing this course, students will be able to:

* Outcome 1
* Outcome 2
* More outcomes as needed\*\*\*

Students will meet the course objectives through the following actions:

* Attend …
* Complete …
* Participate in …\*\*\*

## \*\*\*Course Outline/Schedule\*\*\*

### \*\*\*Assessment Dates:\*\*\*

\*\*\*It is required that you detail the date, time, and location, and modality of the final assessment. Indicate all technologies and materials that will be required to complete the assessment. If possible, list the tentative dates, times, and locations of all other assessments (quizzes, tests, presentations, etc.).\*\*\*

### \*\*\*Proctoring Arrangements\*\*\*

\*\*\*List here any proctoring arrangements to which students must adhere to complete course assessments.\*\*\*

## Grading Policy

### \*\*\*Grade Determination\*\*\*

\*\*\*The syllabus must make clear how students will be evaluated, and specifically how final grades will be determined. This can be in the form of a detailed and complete rubric or chart. Grade percentages must be provided so that students may understand how their final grade will be calculated. If a grading curve is used, this must be shared, and instructors must let students know how the curve will be calculated. Include any information about required proctoring, and particularly in an online course; this includes proctoring sites, lockdown browsers, and software requirements necessary for proctored exams or assignments.\*\*\*

* [MSU Final Exam Policy](https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx): Essential to include in syllabus if you will enforce this policy.

### \*\*\*Grade Dissemination:\*\*\*

\*\*\*Explain how students will learn of their grades from assignments and assessments (D2L, in-class turn back, etc.). Also, ensure there is an opportunity for students to discuss grades with faculty after papers are returned.\*\*\*

### \*\*\*Graded Course Activities:\*\*\*

Detail all graded course activities. Include any course requirements beyond assignments and assessments (such as office hour visits, participation, etc.)

### \*\*\*Grade Assignment (Grading Scale):\*\*\*

Note: Edit this table to reflect your unit’s grading scale as needed.

The table below describes the relationships between grades and percentages. The first column describes the grade. The second column describes the percentage range associated with that grade.

| \*\*\* Grade | Percentage |
| --- | --- |
| 4.0 | X% to X% |
| 3.5 | X% to X% |
| 3.0  | X% to X% |
| 2.5 | X% to X% |
| ETC… | ETC… \*\*\* |

## Academic Honesty

### The All-University Policy on Integrity Of Scholarship and Grades:

All participants in this class are held to the standard set by MSU’s Policy on Integrity of Scholarship and Grades. The policy can be read in full at the [MSU Registrar’s website](https://reg.msu.edu/academicprograms/Print.aspx?Section=534).

### Spartan Code of Honor:

On March 22, 2016, The Associated Students of Michigan State University (ASMSU) adopted the following Spartan Code of Honor:

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”

**Generative A.I.:** Consider including guidance regarding the use of generative A.I. in your class. There is a comprehensive guide to possible syllabus language at the [iTeachMSU Generative AI Syllabus Guide.](https://iteach.msu.edu/pathways/391/playlist)

## Other Course Policies

### \*\*\*Important Dates to Remember:\*\*\*

\*\*\*Clearly list all required dates, including the date of the final exam. Detail the penalty for missing the final exam. Add all other pertinent dates as you see fit (e.g. class trips, major deadlines, guest speakers, etc.) Add a short statement that describes that all the dates and assignments are tentative (with the exception of the final exam date) and can be changed at the discretion of the professor.\*\*\*

Spring 2024 MSU Holidays and Breaks

* Classes Begin: Monday, January 8
* Holiday – University closed: Monday, January 15
* Classes not held: Tuesday, February 13
* Spring Break, Monday, February 26 – Friday, March 1
* Middle of Semester: Monday, March 4
* Classes End: Sunday, April 21
* Final Exams: Monday, April 22 – Friday, April 26
* Commencements: Friday, April 26 – Sunday, April 28