# Course Syllabus Template

*Revised: November 6, 2019*

## Instructions for using this Course Syllabus Template

* The syllabus is broken into discrete sections, which can be rearranged, removed, or modified to best fit your course and teaching style.

Adjust descriptions of activities and outcomes to fit your course.

* + Look for ***green, italicized*** *text* used as a placeholder, to indicate information needed, text you should change, or notes. Be sure to delete these notes before finalizing your syllabus and change the style to normal, which will change your text color to black, and remove italicized formatting.
  + Be sure to remove references to tools, activities, or outcomes that you do not plan to use in your course.
  + The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. Be sure to read these sections and change language to fit your course needs.
  + Don’t forget to rename this document to something more appropriate for your course

**Delete this page from your finished syllabus before distribution**

# Department/College

## Course Name

Semester Syllabus

## Part 1: Course Information

### Instructor Information

Instructor: Name

Office: Location

Office Hours: Times & Days (Note: if online, explain how to access)

Office Telephone: Phone Number

E-mail: E-mail address (Note: specify your preferred contact and how quickly students can expect a response, e.g. “I will reply to all email within 48 hours”)

### *Graduate Teaching Assistant*

*Instructor: Name*

*Office: Location*

*Office Hours: Times & Days (Note: if online explain how to access)*

*Office Telephone: Phone Number*

*E-mail: E-mail address (Note: specify your preferred contact)*

### Course Description

*Enter course description here. Must be consistent with the university-approved course description as found in the MSU Description of Courses catalog.*

### Prerequisite

*Enter prerequisite information here, if applicable.*

### Textbook & Course Materials

* *List required course textbooks here. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.*

### Recommended Texts & Other Readings

* *How and where to expect to access other readings throughout the course. Make sure to include a full citation*

### Course Requirements

* Internet connection (DSL, LAN, or cable connection desirable)
* Access to *Desire2Learn (D2L), or other delivery platform.*
* *Any other tools, resources, and materials needed by the student for the course.*

### Course Structure

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.*

### Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

* Visit the [Distance Learning Services Support Site](https://www.lib.msu.edu/dls/)
* Visit the [Desire2Learn Help Site](http://help.d2l.msu.edu/) (<http://help.d2l.msu.edu/> )
* Or call Distance Learning Services: (800) 500-1554 or (517) 355-2345

### Resource Persons with Disabilities (RCPD)

* To make an appointment with a specialist, contact: (517) 353-9642

Or TTY: (517) 355-1293

* Web site for RCPD: [http://MYProfile.rcpd.msu.edu](http://myprofile.rcpd.msu.edu)

**Basic Needs Statement**

Any student in this class who experiences difficulty affording groceries, accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their course performance is urged to contact their academic advisor for support. You may also notify me and I will work to connect you with any potential resources I can.

### Exam Proctoring

This course includes *two* exams that will need to be proctored. The options available for having an exam proctored are:

* The Michigan State University Testing Center (<https://testingcenter.msu.edu/>)
* A testing center from the National College Testing Association (NCTA) (<https://www.ncta-testing.org/cctc>)
* A proctor of your choosing who is one of the following:
  + Local college or university faculty member
  + Test administrator at a professional testing center
  + Librarian at a public or school library
  + Military officer (only for members of the military and their spouses)
  + Corporate education coordinator or human resources representative at your place of employment

Depending on the option you choose, there may be a cost per exam.

Students are recommended to identify your proctor and schedule your exam appointments with your proctor by week three of the semester. If you have not set up a proctor for your online program yet, you will need to submit your proctor for approval at <https://www.egr.msu.edu/graduate/taking-exams> by completing the proctor approval form. You will receive an email notification from the proctoring portal when your proctor has been approved and identified for you for this course. If you do not receive this notification within 5-7 business days, contact your instructor. If you already have a proctor that was approved for a previous course in this program you may use the same proctor.

## Part 2: Course Objectives

The primary learning objectives for this course are:

*List the primary learning objectives for this course here.*

* *Objective*
* *Objective*
* *Objective*

You will meet the objectives listed above through a combination of the following activities in this course:

*Provide instructions to students on how they are expected to meet the learning objectives for the course here. For example: Will most objectives be met through examination? Or through participation? Or through projects?*

* *Attend …*
* *Complete …*
* *Participate …*

## Part 3: Course Outline/Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

* Week 01: ***Topic here***
  + *Details here …*
* Week 02: ***Topic here***
  + *Details here …*
* Week 03: ***Topic here***
  + *Details here …*
* Week 04: ***Topic here***
  + *Details here …*
* Week 05: ***Topic here***
  + *Details here …*

The table below describes the weekly activates including week, topic, readings, activities, and due date. The first column describes the week. The second column describes the topic. The third column describes the readings. The fourth column describes the activities. The fifth column describes the due date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Week*** | ***Date*** | ***Topic*** | ***Readings*** | ***Activities*** | *Due Date* |
| Week 1 | *January …* |  |  |  |  |
| Week 2 |  |  |  |  |  |
| Week 3 |  |  |  |  |  |
| Week 4 |  |  |  |  |  |

***Note about calendar/schedule.*** *While it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document in your course, or use the D2L calendar tool. Regardless of which you choose, be consistent, and keep your calendar up-to-date to help students follow along, reduce confusion, and emphasize time on task*

## Part 4: Grading Policy

### Graded Course Activities

The table below describes the graded course activities including points and activity description. The first column includes the points possible, and the second column includes a description for each activity.

|  |  |
| --- | --- |
| ***Points*** | ***Description*** |
| # | *Item 1 (List all activities, tests, etc. that will determine the students’ final grade)* |
| # | *Item 2* |
| 100 | Total Points Possible |

### Late Work Policy

*Explain your policy here clearly to the student.*

### Viewing Grades

*Include a statement about the timeframe of when students can expect grades here, and how they will be able to access them. Perhaps via grades in D2L for example.*

### Online Testing

*Include information on location of testing centers and/or proctored test sites, hours of operation, phone numbers, and email addresses of key personnel.*

### Grading Scale

*Note: This table is subject to change based on how your unit’s grading scale is structured, e.g. using a letter grade or a numerical grade. Also be sure that the percentages assigned are what you use in your unit.*

The table below describes the relationships between grade points, percent, and performance. The first column describes the grade point. The second column describes the percentage associated with that grade point. The third column describes the performance represented by that letter grade and percentage.

## Grading Scale:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Percentage | ≥90% | ≥85% | ≥80% | ≥75% | ≥70% | ≥65% | ≥60% | <60% |
| Grade | 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | 0.0 |

## Part 5: Course Policies

### Participation

Students are expected to participate in all online activities as listed on the course calendar. *Enter specific points regarding attendance policy here.*

*If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. If appropriate, mention that you will be using D2L tracking tool, discussions, chat sessions, and group work, to monitor their participation in the course.*

### Inform Your Instructor of Any Accommodations Needed

From the Resource Center for Persons with Disabilities (RCPD): Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a Verified Individual Services Accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date may not be honored.

## Understand When You May Drop This Course

### Drops and Adds

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is *(insert date).* The last day to drop this course with no refund and no grade reported is *(insert date).* You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

### Commercialized Lecture Notes

Commercialization of lecture notes and university-provided course materials is [permitted] [not permitted] in this course.\*

\*Note: The Code of Teaching Responsibility requires instructors who permit students to commercialize their class lecture notes to include a statement in their course syllabi that gives such permission. Absent such permission, students may not do so.

### Complete Assignments

Assignments for this course will be submitted electronically through *D2L* unless otherwise instructed**.** Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student’s grade.