**COURSE SYLLABUS TEMPLATE**

**Enter Course Title, Prefix and Number Here**

**REMOVE ALL RED TEXT PRIOR TO PUBLICATION**

# **Instructor Information:**

Name:

Office:

Office Phone:

## Email:

Enter information about your availability, office hours and timeline for responding to student emails. Here is a sample: I will typically respond to communications by 24 hours Monday through Thursday and will get back to you the following business day if you contact me Friday through Sunday.

Office Hours: T/F 8-9:30 am, M/R 3:15-4:15 pm

Please utilize these office hours to ask any questions about the course and materials or other general questions you may have. If you need additional help outside of these times appointments can be made as needed when available.

# **Course Information:**

Semester:

Lecture location:

# **Course Description:**

# Copy/paste course description from the most current catalog here.

# **Required Materials:**

# Text:

# **Student Learning Objectives:**

Upon successful completion of this course, students will be able to:

* ADD YOUR TEXT
* *Include assignment for each SLO or group of SLOs (ex.Unit one exam or final exam)*

# **Programmatic Student Learning Outcomes: *Include the program SLOs that relate to your course and list any assignments that directly assess each SLO.***

# **General Education Student Learning Outcomes: if applicable – only for general education courses.**

# **Course Assignments and Grade Determination*: Include relative percentages/points for each type of assignment (500 points for exam, et- see below with assignment type in heading 2 style for ADA).***

**Late Work Policy:** Include in all syllabi. The policy should include clear instructions as to whether the faculty member will accept late work, the conditions under which the instructor will accept late work, and the penalty for submitting work past the established deadline. If the policy allows for the submission of late work, the policy must specify the final date beyond which late work will not be accepted.

**Graduate Rigor:**

Include only in graduate syllabi. Tusculum University post-baccalaureate and graduate degree programs are progressively more advanced in academic content than undergraduate programs. Please see [insert name of the assignment(s) listed in the syllabus that demonstrates advanced academic content and rigor] in this syllabus, which requires students to demonstrate (a) knowledge of the literature of the discipline, and (b) engagement in research and/or appropriate professional practice or training.

# **Final Exam Policy:**

Include if you have a final exam. If not, include a statement to specify what assignment in the course is counted as the final exam. This policy is included in the list of syllabus policies on the website but bears repeating in the syllabus.

Tusculum University’s full-semester courses include a final exam week. During the final exam week, students are required to be available for any form of final assessment (e.g. exams, papers, presentations) planned by the instructor according to the [Tusculum University Final Exam Schedule](https://site.tusculum.edu/registrar/academic-information/final-exam-schedule/) and listed in the syllabus. Missing any planned final assessment during final exam week without prior written approval by the course instructor will result in a zero for the assessment. Travel, family, or other plans that conflict with the planned day/time of the final assessment are not acceptable excuses for missing a final assessment or for requesting a change of schedule. Instructors are under no obligation to accommodate a request for a change of day/time for the final assessment; an exception to this policy made by one instructor has no bearing on the decision of another instructor.

**Missing Class Due to Illness**

If you need to miss class due to illness, contact your instructor as soon as possible via email to report your illness and make arrangements to stay current in the course. ADD YOUR TEXT to explain your plans for how students who miss class due to illness will be accommodated in your class. Include details about what you expect from students and what they can expect from you.

**Grading Scale**:

ADD YOUR TEXT – For undergraduate courses, be sure to use either the new standardized TU undergraduate grading scale (included below) or an alternative scale approved for use in your program. This grading scale is included in the list of syllabus policies on the website. For graduate courses, enter your own or your program’s grading scale. Note that you now have the option of an A+ grade.

|  |  |  |
| --- | --- | --- |
| **A+** | 100-98 | 4.0 |
| **A** | 97-93 | 4.0 |
| **A-** | 92-90 | 3.7 |
| **B+** | 89-87 | 3.5 |
| **B** | 86-83 | 3.0 |
| **B-** | 82-80 | 2.7 |
| **C+** | 79-77 | 2.5 |
| **C** | 76-73 | 2.0 |
| **C-** | 72-70 | 1.7 |
| **D+** | 69-67 | 1.5 |
| **D** | 66-63 | 1 |
| **F** | 62-0 | 0 |

**Course Schedule: Format of the course schedule may vary, but should minimally include the date, content, and any assignments or readings.**

|  |  |  |
| --- | --- | --- |
| **DATE** | **LECTURE CONTENT** | **READINGS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The instructor reserves the right to modify this schedule as necessary during the course.

# **Course Policies (Attendance, Assignments, Assessments):**

ADD YOUR TEXT

# **Class Conduct:**

ADD YOUR TEXT

**Tusculum Syllabus Policies and Supports:**

To access Tusculum Syllabus Policies and Support click [here](https://web.tusculum.edu/academics/syllabus-related-policies/)

***Recommended Policies*** *For Every Course Syllabus*

**PARTICIPATION POLICY** that clarifies whether the instructor grades for attendance and what the policy is for excused/unexcused absences. Such policies are made at the discretion of faculty and not the institution or respective departments or programs. Those who wish to enforce an attendance/participation policy must clearly detail that policy in the syllabus and must maintain attendance/policy documentation for each student throughout and after the course.

Here is a **sample policy**: Participation will be considered as part of the course grade. Students who are late or do not attend class will not be awarded any participation points regardless of the cause for the lateness or absence. Students are expected to be present and on time for all classroom activities and are held responsible for any learning activity missed.

Instructors count tardiness and absence in different ways. For some, three tardies = one absence. Others allow for a limited number of absences before the grade is affected. The policy on participation is individual to the instructor except when the program major or minor has a set policy that applies to all courses in that program.

Only for COE:

**LiveText:** All students in this course are required to have a LiveText account. The College of Education is handling all new LiveText accounts internally, so you will not need to purchase it yourself. If you do not already have a LiveText account, Amanda Delbridge at [adelbridge@tusculum.edu](mailto:adelbridge@tusculum.edu) will send you a registration email via your official Tusculum email the third week of the semester. The emailed registration link is only valid for 60 days. If you had a LiveText account at another institution, it will transfer. Please contact Amanda if this applies. New LiveText accounts are valid for 7 years and will be used for most of the courses in your program for submission for Critical Tasks and Key Assessments.

ONLY FOR COB:

College of Business Policies

College of Business Statement on Professionalism:

In accordance with our mission, the College of Business strives to develop students who thrive in a dynamic global business environment. Members of our community are expected to maintain professionalism both inside and outside of the classroom, as evidenced by high standards of conduct, language and communication skills, and occasion-appropriate dress.

College of Business Statement on Technology:

In order to ensure consistency across our student body, the following describes the minimum technology requirements for students of the Tusculum University College of Business:

At a minimum, all students must have: (1) access to a fully functioning laptop or desktop computer (i.e. not a Chromebook or similar device) on which they have administrative permission to download software, (2) access to a reliable, high-speed internet connection, (3) access to the (most recent edition of) Microsoft Office suite of programs including MS Word, MS Excel, and MS PowerPoint, and (4) the ability to create, edit, upload, and download documents via email and Moodle.

Please note that additional software requirements may be required by specific courses and are in addition to the above-mentioned minimum requirements.

**ADA compliant fonts include: sans serif fonts such as** Arial, Helvetica, Tahoma, and Verdana