



Recommended Syllabus Template

COURSE DESIGNATION AND NUMBER: COURSE TITLE

Fort Hays State University
College of
Department of
INSTRUCTOR

1. COURSE INFORMATION

- 1.1. Credit Hours
- 1.2. Semester and Year
- 1.3. Course Prerequisites

2. INSTRUCTOR INFORMATION

- 2.1. Instructor Contact Information
- 2.2. Contact Procedure and Policy

3. TEXTBOOK AND COURSE MATERIALS

- 3.1. Required Textbooks
- 3.2. Supplementary Book(s) and Article(s) ALL ARTICLES ARE AVAILABLE ONLINE.
- 3.3. Technology Requirement

4. COURSE DESCRIPTION

- 4.2. Instructor Course Description

5. COURSE OBJECTIVES AND OUTCOMES

- 5.1. Course Objectives
- 5.2. Course Outcomes

6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

7. COURSE SCHEDULE

This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students' interest and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site



Module # & Range of Dates for Module	Topics	Reading	Assignments/ Quizzes	Due Date

8. ASSESSMENT METHODS AND GRADING SCALE

There are X points for this course. The grade you earn for this course depends on the total number of points you earn throughout the semester. The assessment methods and grading scale are as follows:

Assessment Methods	Unit Points	Total Unit Points	Percentage
<i>Total Points</i>			100%

- = A (90% and above)
- = B (80%–89%)
- = C (70%–79%)
- = D (60%–69%)
- = U (below 60%)

According to this scale, no grades will be rounded.

9. STUDENT HELP RESOURCES

Students have access to academic services, technical support and student services at Fort Hays State University. You can find the resources online at <http://www.fhsu.edu/ctelt/services/Student-Help-Resources/>

10. COURSE POLICIES

11. UNIVERSITY POLICIES

11.1 Academic Honesty Policy

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations... Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. More information can be found at http://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

11.2 Statement of Accessibility and Services for Students with Disabilities



If you have a disability that may have an impact on your ability to carry out assigned course work and if you wish to seek any accommodations for this course, you must contact Services for Students with Disabilities (SSD). SSD is located in the Kelly Center, Picken Hall, Room 111, 785-628-4401. SSD will review your documentation and determine, with you, what academic accommodations are necessary and appropriate for you that can be accommodated in this course. All information and documentation of your disability is confidential and will not be released by SSD without your written permission. Students can find more information at <https://www.fhsu.edu/accessibility/get-access/>. Instructors who need help to create instructional materials for students with special needs can seek help from the Center for Teaching Excellence and Learning Technologies (CTELT), 785-628-4194.

11.3 Title IX

FHSU is committed to fostering a safe, productive learning environment. Title IX makes it clear that violence and harassment based on sex, gender and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. This includes all types of gender and relationship violence: sexual violence or harassment, domestic and dating violence, and stalking.

If you wish to speak **confidentially** about an incident of gender and relationship violence, talk to someone at The Kelly Center, the Student Health Center, or the Options Sexual and Domestic Violence Campus Advocate who is housed in the Student Health Center.

If you wish to report an incident or have questions about school policies and procedures regarding Title IX issues, please contact the Associate Vice President for Student Affairs and the FHSU Title IX Coordinator or, you can report to Residential Life Staff or University Police, which are **non-confidential reporters**.

If you are unsure about the reporting status of an individual, ask them directly before disclosing sensitive information. If they are non-confidential, they can direct you to someone you can talk to in complete confidentiality, which does not have to be officially reported. Students can find more information at <https://www.fhsu.edu/humanresourceoffice/Title-IX-Policy/>.

11.4 Use of Computing Resources

Fort Hays State University (FHSU) provides computing resources and worldwide network access to its faculty, staff, and students for legitimate administrative, educational, and research efforts. As a member of the FHSU electronic community it is your responsibility to use computing resources ethically and responsibly. Members of the FHSU electronic community are expected to use computing resources ethically, and to exercise reasonable care in utilization of FHSU information systems or their components. More information related to privacy, responsibilities, things forbidden to do and use of email can be found at http://www.fhsu.edu/academic/provost/handbook/chapter_1/

11.5 Course Drop/Withdrawal Policy: Applied to On-Campus, Virtual College for Fall and Spring Semesters:

<https://www.fhsu.edu/registrar/Semester-Course-Drop-and-Withdrawal-Policy/>



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[Appeal requests](#) for dropping/withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar in Picken Hall, 785-628-4222, for the appeal form.

[University procedure for dropping/withdrawing courses](#)

11.6 Writing Center

For On Campus students, the following information may be useful:

The Writing Center is an excellent place to write or to go for feedback on any kind of writing. The Writing Center offers trained writing consultants, who can make suggestions to help you improve your writing. Besides, getting feedback is FREE!

<https://www.fhsu.edu/WritingCenter/>