

# [COURSE ID] AND [COURSE TITLE]

[NUMBER OF CREDIT HOURS]

**Remove before publishing: edit the content in the following sections based on the specific needs of your course. Be sure to maintain consistent structure of the document so as to retain its accessibility features.**

## Instructor Information

In addition to providing instructor information in the syllabus, a separate page containing instructor contact information, virtual office hours and other communication information is located inside the course.

|  |  |
| --- | --- |
| **Instructor:** | Place holder |
| **Office Location:** | Place holder |
| **Office Phone:** | Place holder |
| **Office FAX:** | Place holder |
| **Email Address:** | Place holder |
| **Office Hours:** | Place holder |

## Course Information

### Description

Briefly describe the nature of the course, what the student can expect to learn, and an overview of course activities such as teamwork, group projects, student web pages, etc.

### Objectives and Outcomes

Clearly state the course objectives so that they can be related to the expected learning outcomes in each course section or module and to the goals of the overall assessment process.

### Prerequisites and Co-requisites

List all course prerequisites and explain why they are required.

### Topics

Provide a rationale for the sequence of course topics, noting why students should complete certain core modules prior to moving to elective or more advanced modules.

### Requirements

Describe special course requirements, such as knowledge of specific software, and why they are necessary for successful completion of the course.

## Course Materials

### Required Textbooks

Inform students that textbooks may be ordered online at [Phillips Bookstore](http://www.bkstr.com/middletennesseestatestore/shop/textbooks-and-course-materials). If an e-book option is available, provide students a link to the purchase site.

### Supplementary Materials

List other published material the student is required to purchase including lab manuals, lab kits, etc. If supplemental or publisher websites are integrated into the course, inform students that they must purchase access to the website or e-book to successfully complete the course. Used textbooks may not have active access codes. Provide directions for using course materials within supplemental sites and in conjunction with course material in D2L.

## Assessment and Grading

### Grading Procedure

State in detail how grades are related to or reflective of the expected learning outcomes. Also provide a statement of what constitutes high course achievement.

| **Points Range** | **Letter Grade** |
| --- | --- |
| ##-## | A |
| ##-## | B |
| ##-## | C |

The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic examinations.

Incomplete grades are given rarely and only in extenuating circumstances. The Academic Policies and Procedures section of the MTSU [Undergraduate Catalog](http://catalog.mtsu.edu/) states: “The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F with last day of attendance (LDA) should be reported.”

### Feedback

* State when grades and assignment feedback will be provided. Best practices note that email responses should be provided within 24 hours of receipt; and assignment feedback and grades should be posted within two weeksof the assignment deadline.
* State that assignments must be submitted to the Dropbox and will not be accepted via email.
* List assignment deadlines in the Dropbox and on the calendar.

### Testing Policies

* Add your specific testing policies here.
* Inform students that they should access [D2L](http://elearn.mtsu.edu) through when taking online exams.
* Students’ answers are automatically saved during online D2L testing. If a computer crashes or loses Internet connectivity, students may reboot their computers or wait for Internet connectivity to access the test again. Time continues to tick even though connectivity has been lost, but students may continue taking the test using any time left once reconnected.

### Academic Integrity/Misconduct

Please review the [information on Academic Integrity and Misconduct](https://www.mtsu.edu/provost/academic-integrity.php). Academic integrity is a hallmark of Middle Tennessee State University. We expect students to present original work for all academic assignments turned in for credit and appropriately credit all sources used.

Academic misconduct includes, but is not limited to:

1. Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.
2. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes unapproved collaboration, which occurs when a student works with others on an academic exercise without the express permission of the professor. It also includes purchasing assignments or paying another person to complete a course for you.
3. Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Going online and using information without proper citation, copying parts of other students’ work, creating information to establish credibility, or using someone else’s thoughts or ideas without appropriate acknowledgment is academic misconduct. If you have a question about an assignment, please ask me to clarify. All cases of academic misconduct will be reported to the Director of Academic Integrity and may result in failure on the test/assignment or for the course.

Students guilty of academic misconduct are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions (including suspension from the university), which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or zero for an activity or to assign an “F” for the course. Students accused of plagiarism will be immediately reported to the Director of Academic Integrity.

If using Turnitin.com to review work for originality, include information on how the tool is to be used, if the papers will be submitted to the Turnitin database and if students will have the opportunity to review the report generated.

## Assignments and Participation

### Assignments and Projects

A sequenced list of assignments and projects arranged by course section or module with due dates if applicable.

### Class Participation

State student participation policies for your class. For example:

* participation is required;
* communication with other students in team projects is expected;
* communicating with the instructor is a best practice;
* checking the course bulletin board frequently for announcements is expected;
* active participation in threaded discussion events is required.

### Attendance Reporting

Notify students that regular class attendance is required and will be monitored to keep the students on track. MTSU requires that instructors complete an attendance report for each course at midterm and at the end of each semester.

### Course Ground Rules

Reiterate and emphasize course expectations. For example:

* learning how to navigate in the learning environment system;
* using the D2L course email or mtmail as opposed to a personal email address;
* addressing technical problems immediately; and
* observing course netiquette at all times.

## Communication Guidelines

### Email

Per the [Family Educational Rights and Privacy Act (FERPA](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)), all course communication will be conducted using D2L email. Faculty will not respond to student emails via a non-institutional assigned email account, e.g., a gmail or yahoo account.

### Student Feedback

Explain the opportunities that students will be given to provide constructive and regular input regarding their experiences in the course throughout the semester.

### Discussion Groups

* Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
* Try to maintain threads by using the "Reply" button rather starting a new topic.
* Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others’ ideas.
* Review the discussion threads thoroughly before entering the discussion.
* Be cooperative with group leaders in completing assigned tasks.
* Be positive and constructive in group discussions.
* Respond in a thoughtful and timely manner.

### D2L Chat

* Introduce yourself to the other learners in the chat session.
* Be polite. Choose your words carefully. Do not use derogatory statements.
* Be concise in responding to others in the chat session.
* Be prepared to open the chat session at the scheduled time.
* Be constructive in your comments and suggestions.

## Student Resources

[Frequently Used Student Resources](http://www.mtsu.edu/university-college/forms.php#StudentSupport)

### Technical Support

Students who experience technical problems including, but not limited to, logging into their course, timing out of their course, using the course web site tools, should be encouraged to contact the [MTSU Help Desk](http://www.mtsu.edu/itdcommunications/helpdesk/index.php) online (24/7) or at 1-615-898-5345.

### Students with Disabilities

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the [Disability & Access Center (DAC)](http://www.mtsu.edu/dac/) website and/or contact the DAC for assistance at 615-898-2783 or [dacemail@mtsu.edu](mailto:dacemail@mtsu.edu).

### Hope (Lottery) Scholarship Information

Do you have a lottery scholarship? To retain the Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility.

If you drop this class, withdraw, or stop attending this class, you may lose eligibility for your lottery scholarship, and you may not be able to regain eligibility.

For additional Lottery rules, please refer to your [Lottery Statement of Understanding form](http://www.mtsu.edu/financial-aid/forms/LOTFOD.pdf) or contact your [MT One Stop Enrollment Counselor](http://www.mtsu.edu/one-stop/counselor.php).

### Grade Appeals

[University Policy 313, Student Grade Appeals](http://www.mtsu.edu/policies/academic-affairs-students/313.php), provides an avenue for MTSU students to appeal a final course grade in cases in which the student alleges that unethical or unprofessional actions by the instructor and/or grading inequities improperly impacted the final grade.

### Title IX

Students who believe they have been harassed, discriminated against or been the victim of sexual assault, dating violence, domestic violence or stalking should contact a Title IX/Deputy Coordinator at 615-898- 2185 or 615-898-2750 for assistance or review [MTSU’s Title IX website](http://www.mtsu.edu/titleix/) for resources.  MTSU faculty are concerned about the well-being and development of our students and are legally obligated to share reports of sexual assault, dating violence, domestic violence and stalking with the University’s Title IX coordinator to help ensure student’s safety and welfare. Please refer to [MTSU’s Title IX website](http://www.mtsu.edu/titleix/) for contact information and details.

### Outreach and Support Programs

The MTSU community is committed to the academic achievement of each student, and we know that struggling to address basic needs can affect a student’s ability to perform academically. If you are having trouble finding a safe and stable place to live or enough food to eat, please contact Melanie Crowder (615-898-2808 or [Melanie.Crowder@mtsu.edu](mailto:Melanie.Crowder@mtsu.edu)), come by the MTSU Food Pantry at the MT One Stop, or speak with your instructor to get the assistance and resources you need.

### Are You Registered to Vote?

#### Please check your registration, register for the first time, or re-register at your new address at[**mtsu.edu/vote**](https://www.mtsu.edu/vote/index.php)**.**

### The True Blue Pledge

[I am True Blue](http://www.mtsu.edu/trueblue/index.php)  
As a member of this diverse community, I am a valuable contributor to its progress and success.  
I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a BLUE RAIDER. True Blue!

*Revised November 2023*

*FITC*