



Note about this template for Academic Year 2023-2024: The required information is indicated in italics throughout the template. You will need to enter the information from your course. Suggested information is indicated by a note in underlined italics. You can decide what to additional information to include. See the “Academic Policies, Procedures, and Resources_AY 23-24” document for other information that could be included to support students. Please remove all notes in italics.

[Course Name] [Course Number and section number]

[Semester and Year]

[Number of credits]

[Enter course Modality – online, hybrid, classroom, independent study, etc.]

[Start and end dates of the semester]

Instructor Information

Name:

Email:

Phone:

Department:

College:

This note is a suggestion.

Please note that email is my preferred method of contact and will result in faster responses to you. Be sure to put the course name in the subject line so that I can differentiate between all the different students and other University community members I work with. Remember to use your Metro State email account to avoid your message going to the spam folder.

About the Course [The information in this section is required.]

Course Description

[Insert course description from the University Catalog, see <https://www.metrostate.edu/academics/courses>]

Prerequisites

[Insert any prerequisites or note that there are none]

Competence Statements/Course Learning Outcomes

Competence Statement

[Insert competence statement, if applicable. If not applicable, delete the competence statement section and modify the header above.]

Learning Outcomes

Upon completion of this course, students will:

- *[Insert course learning outcomes from the University Catalog, see <https://www.metrostate.edu/academics/courses>]*

Learning Methods

This course uses a variety of assignments in order to measure student outcomes. In this course you will need to:

- *[insert learning methods]*

Text and Supplemental Readings

Textbook and Other Required Reading Materials

[Insert required textbook(s) and other reading materials]

Suggested Supplementary Readings, Databases, and Sources

[Insert any supplementary readings, databases or other sources, required only if applicable. If not applicable, delete the suggested reading section]

Evaluation Criteria/Assignment Information

Assignments – Please Review Carefully

[These may be basic and general descriptions of the assignments (exams, papers of a certain length, quizzes, etc.) and may say that specific details for assignments will be given elsewhere.

The description of the assignments must be sufficient to allow reasonably well-informed evaluators to assess the level of rigor in the course.]

Assignments and Grading

[Below you will see an example of how you might organize your section on assignments and grading. You can choose to do so another way, however your syllabus must include information about the assignments and the grading scale.]

Please see the section “Assignment Information” for specific information and instructions included with each assignment. Please see the instructions for Discussions in the Discussion section of your course site.

Again, assignment due dates are located in the Course Schedule of the Content area. The Late policy applies to all assignments. Following are the assignments, points assigned and grade points.

Assignment	Points
8 Chapter and other Resources Assignments @ 60 pts each	480
1 Greeting Post	5
3 Discussion submissions and 3 Discussion Feedbacks @ 10 pts each	60
Total	545

Grade Scale

[This is an example – if you use + and – grades be sure to include these as well]

Points	Percentage (lower number)	Letter Grade
496-545	91%	A
447-495	82%	B
409-446	75%	C
360-408	66%	D

Schedule of Topics and Due Dates

[Below you will see an example of how you might organize your section outlining the schedule of topics and due dates. You can choose to do so another way, however your syllabus must include information about the course schedule and due dates.]

Week	Date	Topic	Assignment Due Dates
1	August 27, 2018	Assignment 1	Monday, September 3 by 11:59 pm
2	September 3, 2018	Assignment 2	Monday, September 10 by 11:59 pm
3	September 10, 2018	Assignment 3	Monday, September 17 by 11:59 pm
4	September 17, 2018	Assignment 4	Monday, September 24 by 11:59 pm
5	September 24, 2018	Assignment 5	Monday, October 1 by 11:59 pm
6	October 1, 2018	No Assignment	
7	October 8, 2018	Assignment 6	Monday, October 15 by 11:59 pm
8	October 15, 2018	Assignment 7	Monday, October 22 by 11:59 pm
9	October 22, 2018	Assignment 8	Monday, October 29 by 11:59 pm
10	October 29, 2018	Assignment 9	Monday, November 5 by 11:59 pm
11	November 5, 2018	Assignment 10	Monday, November 12 by 11:59 pm
12	November 12, 2018	Assignment 11	Monday, November 19 by 11:59 pm

Week	Date	Topic	Assignment Due Dates
13	November 19, 2018	Assignment 12	Monday, November 26 by 11:59 pm
14	November 26, 2018	No Assignment	
15	December 3, 2018	Assignment 13	Monday, December 10 by 11:59 pm
16	December 10, 2018	Complete all late work (maximum of three assignments)	Thursday, December 13 by 12 (noon) pm.

Course Policies

[Your syllabi should clearly specify class rules regarding things such as participation, attendance (which is different from the University's non-attendance policy), late assignments and missed exams so that students can be held accountable for following these rules. Some example can be found below.]

Attendance

[Insert attendance policy]

Note: Federal Financial Aid regulations require that the University track ongoing attendance.

Late Policy for Assignments

[Insert late assignment policy if you have one]

Academic Integrity, Plagiarism, and Copyright

The University does not accept knowingly copying the work of others without attribution (plagiarism), or colluding with other students to share answers unless permitted by the instructor (e.g. group project).

At my discretion, *[the consequence of these activities may include failure for the assignment]*. [NOTE: FACULTY SHOULD SPECIFY THE CONSEQUENCES AFTER REVIEWING PROCEDURE #219]

If a student is found to have plagiarized work, even if accidentally, the student will be provided a one-time opportunity to redo the assignment. The opportunity to redo the assignment will only be provided one time in the course. Points will be reduced on the revised submission by up to ½ (50%) of the total earned.

The instructor reserves the right to not grant the opportunity to revise and resubmit the assignment. This decision will depend upon the student's overall progress in the course and adherence to course and assignment standards.

Future work that is found to be plagiarized will be given a grade of zero (0). The instructor will notify the student in the feedback for the assignment if work is found to have been plagiarized.

If plagiarism occurs repeatedly (even one more time) course failure will result. This policy is consistent with Metropolitan State University Student Handbook and University Procedures.

You should be aware that the university subscribes to plagiarism detection software, and that your papers may be selected for plagiarism checking. In instances of plagiarism or other forms of academic dishonesty, instructors may impose academic sanctions. Allegations of plagiarism or other forms of academic dishonesty are also subject to investigation and additional conduct sanctions under the [Student Academic Integrity Policy #2190](#), and [Procedure #219: Student Academic Integrity](#).

If you have questions about the use of footnotes or other notations, talk to your instructor, consult the Library and Information Services [website](#), or seek assistance in the proper way of writing a paper by contacting a tutor in [Tutoring and Testing Services](#). Students who believe that they have been falsely accused of plagiarism should request assistance from the Ombudsperson at (651) 793-1517.

Sometimes students are not sure if they are committing plagiarism. Please consult the instructor regarding more information on plagiarism and how to avoid it. The instructor reserves the right to assess through Turnitin and/or asking for resources used. Student are encouraged to review citation information on the Library and Information Services [website](#), use [Chat with a Librarian](#), access [Turnitin](#), get writing support from [Tutoring and Testing Services](#).

As part of academic honesty, students are expected to respect intellectual property laws, including copyright law. No parts of this site, your textbook, other publisher materials, or contribution from other class members can be used or distributed outside of this class without the permission of the author(s). Copyright law provides that any creative thought fixed into tangible form is copyrighted the moment it is created, whether or not a copyright notice is affixed.

Please review this excellent article on plagiarism to learn more. Parts of the article are posted below: <https://www.plagiarism.org/article/what-is-plagiarism>

Acts of plagiarism may be reported to the Assistant Provost for Academic Excellence.

University Academic Policies & Support Services [*The information in this section is required.*]

University Non-Attendance and Reporting Policy and Procedure

The purpose of the Non-Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student's enrollment level for the purpose of calculating and paying financial aid. While Metro State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student's enrollment status was used to determine eligibility for the Pell Grant Program. In addition, the University needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw. Attendance is defined based on course delivery mode. A student is "in attendance" if the student meets the following conditions before the end of the second week of the course:

Classroom Courses –the student is present in the classroom.

Web-Enhanced (Reduced Seat Time Courses) –the student is present in the classroom or submits at least one academically relevant assignment.

Online Courses –the student submits at least one academically relevant assignment.

Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment.

If a student does not attend the first two classes, either live and/or online, that student is automatically dropped from the course. If a student adds the course past the drop/add date, the student will not receive points for any assignments, discussions, quizzes, or exams for which the due date has already occurred. Refer to the [Non-Attendance and Reporting Policy 2259](#), and the [Non-Attendance and Reporting Procedure 259](#).

Note to the student: The above description is the University Policy, but for some courses, based on how it is listed in the registration materials, participation must occur during the first week of class or the student is dropped from the course.

Center for Accessibility Resources

Phone: 651-793-1549

Web: [Center for Accessibility Resources](#)

The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations may include approval for early registration, note-takers, interpreters for the deaf, adaptive equipment, and testing arrangements.

Other Student Support Resources

Academic Success Services

Information about academic success services such as library support, tutoring, advising, career services, and other academic success supports can be found on the [Academic Success Services](#) webpage.

Basic Needs, Services, and Support

Information about Metro and community support services for basic needs like housing, food, childcare, and healthcare, as well as information about counseling services, and student community supports can be found on the [Basic Needs, Services, and Support](#) webpage.