|  |  |
| --- | --- |
|  |   *Office of Academic Affairs*  |

**Syllabus Template Instructions**

*Please use the syllabus template to assist in creating your syllabus. The template contains components of a traditional course syllabus, as well as components specific to online, blended, and web-enhanced instruction. Use those that are relevant to the modality in which you teach.*

The syllabus is an implied agreement between the instructor and the student. Instructors are strongly encouraged to include the items in the syllabus template as well as any information pertinent to your course. Students have used the course syllabus in the past during the grievance process. The information included on the template aids in ensuring your student’s awareness of the services available to them college-wide, as well as the academic expectations and requirements for the course in a clearly defined manner.

All bracketed items **<text>** indicate areas in the template where faculty should input information based on your specific course being taught and specific course-related policies. All **<text>** items should be completed, modified, or deleted prior to finalizing and making your course syllabus available for students. ***Please remove the brackets when you have finished with your syllabus, as they are not meant to be part of your statements.***

**Samples and Explanations**

**Delivery Mode:** Here are the CMU definitions for online, blended, and web-enhanced courses. When filling out the course information on the syllabus template, you will need to know which delivery mode you are using for your course. It may also be beneficial for you to include in your syllabus for students:

|  |  |
| --- | --- |
| **Delivery Mode** | **Description** |
| Campus-based Classroom | A face-to-face course, which does not use a web-based course site. |
| Online | Course is delivered online. Tests may be online or in a suitable proctored environment.  |
| Blended | Course blends classroom and online learning. Both classroom and online sessions are required elements of a blended course.  |
| Web-Enhanced | A face-to-face course which uses a web-based course site to support the classroom environment.  |

**Sample Methods of Evaluation/Grading Policy:** Here are 2 sample grading policies, one that is based on weighted categories, and one that is based on points. Include your particular grading methodology within the syllabus.





**REMOVE THESE FIRST TWO PAGES – THESE SYLLABUS INSTRUCTIONS ARE FOR FACULTY USE ONLY. DO NOT INCLUDE THESE AS PART OF YOUR FINAL SYLLABUS.**

**
<insert department/area>
<insert Course ID, title, section, CRN>
<insert Semester, Year>**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor and Communication Information**

|  |  |
| --- | --- |
| Instructor | <insert your title and name> |
| Office | <insert office building and room number> |
| Phone | <insert office phone number including area code; direct students to be sure to leave their name, complete phone number, course number or title they are calling about, and information needed> |
| Email | <insert your campus email address> |
| Office Hours  | <insert the days and times you are available, including time zone. Stipulate if you’ll have online office hours or in-office hours, and method of contact, as well as response time to student inquiries. If this is an online course, consider setting up ‘virtual’ office hours when you will be available via phone, chat, email, Skype, or other medium.> |
| Communications Policy | <insert information about instructor response time and assignment feedback as well as how students should communicate their questions, concern, and personal matters; include how often you will check and respond to emails, etc.> |
| Assignment Grading and Feedback | The instructor will attempt to return grades and feedback on your assignments within <insert time frame here> after the due date.  If it is determined that grading will take longer than <insert time frame here>, the instructor will post an announcement in D2L.  Discussion posts will have grades posted <insert time frame here> after the discussion closes.  Individual feedback for all assignments will be given and available in D2L.  Questions regarding assignments may be made via email, and the instructor will respond within <insert time frame here>.  |

**Course Information**

|  |  |
| --- | --- |
| Course Title | <insert course id, title, section and CRN> |
| Class Time | <start time – end time, week day if campus or blended course> |
| Classroom | <building name, room number if campus or blended course> |
| Prerequisites | <insert subject code-number and title> |
| General Education Requirements | *<*insert any Gen Ed requirements and objectives satisfied by this course*>* |
| Drop Date | <insert date> |
| Credit Hours | <insert number><insert contact hour requirement *See table in the* [CMU Curriculum Policies and Procedures Manual](http://www.coloradomesa.edu/faculty-senate/documents/Curriculum-Policies-and-Procedures-Manual.pdf) *consult with your Department Head for clarification>* |
| Lecture Hours | <insert total number from official course description> |
| Lab Hours | <insert total number from official course description> |
| Other Hours | <insert total number from official course description if applicable> |

**Course Catalog Description**<insert complete course description from the catalog>
<insert the delivery mode/method *see Syllabus Instructions for descriptions*>

**Required Text and Supplies**<insert require text book information: author last name, first name. Title of Book. City: Publisher’s name. Date of publication. ISBN if applicable>
<insert information about course packets, videos, audio, location of other materials needed for the course>
<include this link to the CMU bookstore if needed <http://www.coloradomesa.edu/bookstore/> >

**Lesson/Instructional Materials**<insert description and purpose of your instructional materials (e.g., books, websites, videos, original content in Desire2Learn). Explain how your students will find their study materials for each lesson. Also list the formats in which your materials will be presented (e.g., PDF, PowerPoint ) and the sources of any downloads students will need (i.e.., Acrobat Reader, PowerPoint Viewer, etc.).>

**Program Learning Outcomes**<insert appropriate program learning outcome for your course. See your Department Head or the Director of Assessment and Student Learning for these>

**Student Learning Outcomes**Upon satisfactory completion of this course, the student should be able to:
<insert course-level learning outcomes here>

**Methods of Evaluation/Grading Policy***<*create a specific breakdown of your grading scale; include grade categories (Discussions, Exams, Projects, etc.) and whether or not the categories will be weighted; the number of items and how many each is worth - *see sample below and more examples in the Syllabus Instructions*; all rules and policies related to grading (including Incompletes, late assignments, make-up exams, etc.) should also be described here*.*>

|  |  |
| --- | --- |
| **Grade Items** | **Percent (or points if not using weighted categories) of Final Grade** |
| Final Exam | 20% |
| Weekly Quizzes (15) | 10% |
| Assignments (5) | 25% |
| Discussion Board (15) | 25% |
| Final Project (1) | 20% |

|  |  |
| --- | --- |
| **GRADING**  | **SCALE** |
| A | 90 -100% |
| B | 80 - 89% |
| C | 70 -79% |
| D | 60 - 69% |
| F | Under 60% |

**Assignments**<insert your expectations for assignments, how they will be turned in (i.e. in class on due date, in D2L’s dropbox, by email, etc.), and late policies; include information about rubrics if you are using them>

**Testing Statement**< Explain your testing policy – online quizzes or campus-based testing? If campus-based, be sure to include testing dates, assessment center locations, etc. What is the time frame available to take the quiz? If you are giving online quizzes or exams, you need to explain the details of the exam. Can they take it once? Can they take it multiple times? If it can be taken multiple times, which score is graded? Is there a time limit? If so, what you will do if a student goes over the time limit? Is there a penalty? What is your reset policy?>

*Sample Statement*

*You will have one attempt to take online quizzes, which contain 20 multiple choice, fill-in the blank, and true/false questions. You will have 30 minutes to complete the quizzes. For every minute over the time limit, you will lose 1 point. Exams will automatically be graded and your score will appear in My Grades. I will manually calculate and enter the score for your quiz depending on how far you went over the time limit. If you have been locked out of a test, you must contact me as soon as possible. I will only reset exams once per student.*

**Discussion Board Grading**<You must clearly define the expectation for discussion board participation. Is participation required? If it is required, is the requirement included as part of your method of evaluation/participation grade, etc. Do you want students to post an initial thought and also respond to other students? You can also provide a rubric, checklist, scoring guide, etc. that will explain your expectations. In addition, include a statement about how often you will be reading and responding to discussion posts, and your level of activity in discussions – do you actively participate, or do you guide the discussions when/if needed?  When and where can students expect grades and feedback on their discussion posts and responses?>

**Supplemental Help**<Include specific information about how to access supplemental help or tutoring if it is available for your discipline or course. You might also include a statement for those students in need of accommodations. See sample below. Specific information about EAS and TLC is included under General Student Services below. >

*Sample Statement*

*“If you wish to discuss academic accommodations, please contact me as soon as possible. Specific information about Educational Access Services and the Tutorial Learning Center is included under General Student Services in this Syllabus.”*

**Attendance Policy**< insert information about your attendance expectations here>

**Course Correspondence**<State how you would like students to communicate with you. Give details for phone and email correspondence. (All faculty and students are required to use their CMU email accounts, and not personal email accounts.) See sample below. >

“All communication in this course will be made via your CMU email account. Please include the title of the course and section number in the subject line (example: ENGL 101-002). Check your email regularly throughout the semester. I will respond within 48 hours. “

**Plagiarism and Academic Integrity**Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to: (1) Forgery/fabrication/falsification/plagiarism of academic documents; (2) Intentionally impeding or damaging the academic work of others; (3) Assisting others in acts of academic dishonesty; (4) Cheating in the classroom; (5) Unauthorized attendance; (6) Multiple submissions; and (7) Unauthorized collaboration. Any academic misconduct may be reported to the Department Head and Office of Academic Affairs and may result in a failing grade, suspension, or dismissal.

These policies are outlined at:

[Student Code of Conduct and Conduct System](http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf%22%20%5Cl%20%22page%3D82)

**<**Describe how plagiarism will be dealt with in your course, and your expectations for academic integrity and the consequences for violations>

**Netiquette**“Netiquette” refers to the etiquette by which you should abide when using online services for your classes and campus communications. This includes email, social media, online chat, blogs, online discussions or message boards, instant messages, etc. Although you are participating in course activities and using course materials online, the [CMU Student Code of Conduct](http://www.coloradomesa.edu/studentservices/conduct.html) still applies. Online participants are expected to behave in a respectful manner that is supportive to other learners, participants, and faculty.

Online behavior should foster an environment that is productive and thoughtful. Netiquette provides guidelines for facilitating this positive atmosphere. Some basic principles of netiquette include:

* **Be respectful.** Remember that you are communicating with actual people. Be courteous and show respect, even if you have differences of opinion. Remember to treat others as you’d like to be treated. Good manners apply online as well as in the traditional classroom.
* **Think before you post.** Follow posting directions and examples. Be aware of who may be able to view your posting, and how your post may be interpreted. Try to maintain a fair and objective tone.
* **Stay on topic.** Make sure your communication is related to the subject and does not wander off-topic. Ask questions that are appropriate and relevant to the topic. Keep academic discussions free of “chit-chat”.
* **Write clearly.** Even though the online environment may seem more informal than your face-to-face class, you are still in an academic course and mature communication is expected. Correct spelling and grammar are required. Proper sentence structure and punctuation should be used. Avoid abbreviations and “text speak.”
* **Use appropriate language and style.** Profanity or offensive wording is not acceptable. ALL CAPS and repeated punctuation (???? or !!!!) is considered rude and should be avoided. While it is okay to have robust discussions and differences of opinion, avoid inflammatory wording ‘flaming’ that might start arguments. To disagree, use language that encourages intelligent discourse and discussion. Ignore statements by others that appear inflammatory.
* **Be considerate of others.** Do not make derogatory, condescending, or harassing remarks. Communication should be well-intentioned and well-articulated. It should foster a positive learning environment. Be aware of how sarcasm may be misinterpreted by your readers. Bullying, threatening, or abusive language will not be tolerated.
* **Allow for misunderstandings.** Keep in mind that writing can often convey the incorrect tone or intention. Make allowances for unintended rudeness or misunderstanding.
* **Cite your sources.** If you post work that is not your own or contains work that is not your own, be sure to reference your sources.
* **When in doubt, do not send or post.**

**Technology & Technology Skill Requirements**You will need basic computer skills and should be comfortable using a word processing program, browsing for files, and copying and pasting between programs. You will need a computer that connects to the Internet. Your username and password are required for access. If you do not own a computer or if your computer malfunctions during the term, you will be expected to identify a computer to use. Technology issues are not an excuse for missed or late work.

Colorado Mesa University strongly prefers students use the following technology minimums: DSL/Cable modem and high-speed Internet connection, Microsoft Windows XP or later, Microsoft Office 2003 or later, and Java Runtime Environment 7.

(insert any other technology requirements, additional hardware or software applications students need for your course, such as Real Player, Media Player, MS Word, MS Excel, etc.>

**Technical Help**If you experience a technical problem, call the Help Desk at (970) 249-2111 to receive technical support in the following areas:

* Usernames and passwords
* Desire2Learn
* MavZone
* Microsoft Office products
* Connecting to the wireless network
* Desktop computer hardware installation and troubleshooting
* Desktop software installation and troubleshooting
* Network file storage

For more information, visit the CMU Help Desk website at: <http://coloradomesa.edu/it/helpdesk.html>

**Withdrawal Statement**Regular class attendance is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first week of a semester, instructors will report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate CMU form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline.

**General Student Services**

**Educational Access Services**: If you are a student with a documented physical or learning disability and need an accommodation for this class, you must contact the Educational Access Services Office, 248-1801, at the start of the semester.

* The **Tutorial Learning Center** (TLC) is a **FREE** academic service for all Colorado Mesa University students. Tutors are available on a walk-in basis for many courses. Do you have a quick question? Do you need homework clarification or feedback on a paper? Are you reviewing for a test? Help is available at the TLC!
At the main campus, come to Houston Hall 113 to meet with one of our friendly peer tutors. We are open on Monday through Thursday from 8am-6pm and Fridays from 8am-5pm. We are also open Sundays from 1pm-6pm! Tutoring at branch campuses and distance tutoring is also available. Check out the website for schedules and locations at [www.coloradomesa.edu/tutoring](http://www.coloradomesa.edu/tutoring) or call (970) 248-1392 with any questions.
* **Research Assistance at the Tomlinson Library:**

CMU’s professional librarians are an excellent resource for helping you to find the best research to support your academic work, evaluate articles and electronic information, and cite the articles and images that you use in your papers. We are here for you!

Find us**:** in the Library at the Research Help Desk Mon-Thurs 8am-9pm, Fri 8am-5pm, Sat 10am-5pm, and Sun 1-9pm; via online chat 24/7 at [coloradomesa.edu/library](http://coloradomesa.edu/library); by email at library@coloradomesa.edu; or by calling 970.248.1860.

* **Student Services**: The Office of Student Services works to support CMU students in all aspects of college life, by offering a vast array of services, resources and programs that make each student's time at Colorado Mesa University as exciting and successful as possible. Student Services works collaboratively with faculty, students, and staff to create a campus community that fosters the growth of students as strong individuals and productive citizens. To learn more, go to <http://www.coloradomesa.edu/studentservices>.
* **Financial Aid**: Financial aid staff is dedicated to assisting you in sorting through the various forms of student financial aid. We believe that by helping you take advantage of a variety of available resources, you will find an education at Colorado Mesa University is attainable. Our office is located in the lower level of Lowell Heiny Hall, Room 116. Our phone number is (970)248-1396, or you may contact us via email at financialaid@coloradomesa.edu
* **Advising Center:**  Advisors can assist students with course selection and registration, major exploration, and identifying strategies for academic success. The Advising Center is committed to promoting academic success and in facilitating students to attain their educational goals. We are located in Lowell Heiny Hall, on the lower level, room 127. Our phone number is (970)248-1177, or toll free at 1-800-982-6372 (option #7 or extension 1177). Our FAX number is (970)248-1267. You can also reach us via email at advising@coloradomesa.edu Appointments are scheduled from 9:00 to 4:00, Monday through Friday. Please call a week or two in advance of your desired appointment date to schedule. Bring your picture ID, as failure to do so may result in a rescheduled appointment.
* **Accounting and Financial Services:**  The Accounting and Financial Services Office encompasses the Office of Student Accounts, Financial Counseling, Student Payroll, and Accounts Payable. Our staff can assist students with navigating their student account, billing statement, financial counseling, payment plan options, and on-campus employment.  Accounting and Financial Services is located in the lower level of Lowell Heiny Hall. Our staff is available to assist you Monday through Friday from 8:00 am to 5:00 pm, MST.  Our phone number is (970)248-1567, our FAX number is (970)248-1136, or you may contact us via email at studentaccounts@coloradomesa.edu

**Course Schedule***<*Explain the overall structure and rhythm of the course, whether it is self-paced or whether new materials and assignments are posted each week. **Include a schedule or timeline of what is due and when**. Be as specific as possible. List weekly discussions, dropbox assignments, readings, etc. List any relevant information about the course structure not also listed somewhere else in this syllabus*.>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Chapter – Subject – Topic** | **Assignments Due** |
| 1 | 1/10-1/17 | Welcome and Introduction | *Read Ch. 1Dropbox Assignment #1 by 1/17Quiz 1 by 1/17 Introduce Yourself Discussion post by 1/15, respond by 1/17* |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |