## Unless otherwise noted as “optional” or “optional; recommended, if applicable”, the university requests all items below be included on individual course syllabi. *They need not be featured in the following order.* All underlined text should be removed.

## 

## Course Number and Sections(s)

**Course Name:**

**Semester and Year:**

**Instructor:**

**Office Address:**

**NKU E-mail:**

**Office Phone:**

**Office Hours:**

**Course Description:**

## Prerequisites (recommended, if applicable):

**Student Learning Outcomes**

(These must be the UCC approved outcomes in a bulleted list / course specific)

*Learning Outcomes are a description of what a student will be able to do upon completion of the course.*

# **Required Materials** (recommended, if applicable)

*Textbooks, lab materials, other things the student needs to acquire should be listed here.*

**Course Assignments**

*List of required assignments with a short description, as applicable.*

## Submission of Assignments

*Describe expectations for assignment submissions, late penalties, other requirements.*

**Course Grading**

*How the course grade is determined.*

## Grading Scale (undergraduate, if applicable) *Add appropriate numerical equivalents*

* **A**:
* **A-**:
* **B+**:
* **B**:
* **B-**:
* **C+**:
* **C**:
* **C-**:
* **D+**:
* **D**:
* **F**:
* **VF**: Failing grade that may be assigned if a student stops attending classes or participating in coursework

## Grading Scale (graduate, if applicable) Add appropriate numerical equivalents (The numbers below provide an example)

* **A**: 93.00-100.00
* **A**-: 90-92.99
* **B+**: 87-89.99
* **B**: 83-86.99
* **B-**: 80-82.99
* **C+**: 77-79.99
* **C**: 73-76.99
* **F**: 0-72.99
* **VF:** Failing grade that may be assigned if a student stops attending classes or participating in coursework

## Grading Feedback (optional)

Students should expect feedback on assignments within (amount of time in days or weeks) of submission except when I provide notification via announcement of a different timeline.

Mid-Term Grade (*Required for undergraduate courses*)

Midterm grades will be provided to all students in 100 - 400 level courses, except in cases where the Department Chair and Dean have waived midterm grade reporting for pedagogical reasons. Midterm grades are only an estimate of performance as of the middle of the semester and are not an absolute predictor of final performance. Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar. (<https://inside.nku.edu/registrar/calendars.html>)

*Note: For those few courses with an exception to the mid-term grade policy (as approved by the department chair and the college dean), there should be an indication that a mid-term grade will not be provided and but suggest other ways in which feedback will be provided.*

## Final Exam Information (recommended, if applicable)

*Please provide students with date/time of this course’s final exam.*

# **Tentative Course Schedule**

*A bulleted listing of topics, assignment due dates, and examination dates.*

## Calendar dates

* **Topics**:
* **Readings**: Book Title, Chapter, Due Date;
* **Assignments**: Assignment title, Due Date;

*The following example could be used for a course that has multiple F2F meetings or an online course.*

## Week of April 26th (or 4/25-5/1)

* **Topics**: Middle adulthood; Older adulthood; Death & dying
* **Readings**: Robinson, Chapter 12, Due: 4/26; Robinson, Chapter 13, Due: 4/28; Robinson, Chapters 14-15, Due: 4/30
* **Assignments**: Quiz 12, Due 4/27; Quiz 13, Due 4/29; Quiz 14, Due 5/1

*The following example could be used for a once-a-week course*

## April 26

* **Topic**: Termination
* **Readings due**: Young, Chapter 12
* **Assignments due**: Reaction Paper #15

## May 3

* **Topic**: Final Exam

**Course Policies**

*Describe any policies particular to your course.*

## 

## Attendance Policy

*Clearly spell out attendance policies for the course. If attendance is required, consider a statement for post-traditional students who may have child-care issues arise such as “Attendance is required. If you are a parent and a child-care issue arises, please contact me ahead of our class meeting time to arrange accommodations.”*

Accommodations Due to Disability(Use one of the following two boilerplates)

Option 1:

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present me a letter from the Office for Student Accessibility (OSA, SU 303) indicating the existence of a disability and the suggested accommodations. More information on OSA can be found at <https://inside.nku.edu/osa.html>.

Option 2:

Northern Kentucky University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Office for Student Accessibility (OSA) in SU 303. To receive academic accommodations for this class, please obtain the proper OSA forms and meet with me at the beginning of the semester. More information on OSA can be found at <https://inside.nku.edu/osa.html>.

Communication (optional, recommended for online courses)

Students should check their e-mail inbox/Canvas course sites regularly. Students may expect responses to emails within (*amount of time in days or weeks*). It is my hope that if you have concerns regarding the course, you will reach out to me to discuss the issue so we may address it. Should you have any concerns about my responsiveness, you are always welcome to contact the chair of the department/director of the school.

## Classroom Behavior Policies (optional, recommended)

*Describe any policies that you enforce in your classroom, e.g., no cellphones, guidelines for respectful dialogue, etc.*

*It is recommended you insert a statement here on ground rules for discussions in your course. It can also be helpful to detail how you plan to address disrespectful behavior. For example:*

An important part of this class is taking these varied opinions and life experiences into consideration when forming an educated opinion. Therefore, it is critical that we listen to and respect one another. If I observe behaviors that could be considered disrespectful or demeaning, I will reach out to those involved immediately, and we will have a larger discussion about the matter as a class.

## Allied Zone (optional for Allied Zone members)

I am a member of the Allied Zone community network, and I am available to listen and support you in a safe and confidential manner. As an Ally, I can help you connect with resources on campus to address problems you may face that interfere with your academic and social success on campus as it relates to issues surrounding sexual orientation and gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

**Green Zone Brigade (optional for GZB members)**

I am a proud member of the Green Zone Brigade. This means I went through specific training to have a deeper understanding and appreciation of the military, veteran, and dependent experience, as well as develop tools to better serve these students and assist them toward their goals. If you need a sympathetic ear and/or help identifying and connecting with resources in the local community or on campus, please let me know. I also encourage all military affiliate and veteran students to visit NKU’s Veterans Resource Station located in UC 131 or visit the VRS website at <https://inside.nku.edu/veterans.html>.

## 

## Name/Pronoun (optional)

My gender pronouns are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I prefer to be addressed as *[insert preferred honorific and/or name]*. I will gladly honor your request to address you by an alternate name and/or your preferred honorific, and use your preferred gender pronouns. Please advise me of these early in the semester so that I may make appropriate changes to my records.

Changes in the Syllabus  
The syllabus is a projection of what I anticipate for the course. I reserve the right to modify the syllabus in order to adjust to changing circumstances, and will notify the course of any modifications.

**Credit Hour Policy Statement** (Boilerplate *with estimates specific to your course)*

**Face-to-face.** The following example is for a fictional face-to-face 3-credit course. Faculty should replace italicized items below with relevant course assignments and time allocations to reach the minimum expectations.

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

* *In-Class: 3 days x 50 minutes x 15 weeks = 37.5 Hours (2250 minutes)*
* *Readings: 15 chapters x 3 hours each = 45.0 Hours*
* *Assignments: 8 assignments x 2 hour each = 16.0 Hours*
* *Group Projects: 3 x 4 hours each = 12.0 Hours*
* *Final project and oral presentation = 25.0 Hours*
* ***Total = 135.5 Hours***

**Online.** The following example is for a fictional online 3-credit course. Faculty should replace italicized items below with relevant course assignments and time allocations to reach the minimum expectations.

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

* *Online Communication with instructor: 1 hour x 15 weeks = 15.0 Hours*
* *Required Text Readings: 15 chapters x 2 hours each = 30.0 Hours*
* *Online PowerPoints/Podcasts: 9 x 2 hours each = 18.0 Hours*
* *Homework Assignments: 15 assignments x 1 hour each = 15.0 Hours*
* *Discussion Board Responses: 1 per week x 1 hour each = 15.0 Hours*
* *Group Project: 3 x 6 hours = 18.0 Hours*
* *Preparation and submission of final project = 24.0 Hours*
* ***Total = 135.0 Hours***

**Other Information**

For information on university-wide policies governing students, please see the University Common Syllabus on your course Canvas site.

Faculty may wish to list required readings or other information here that is referenced in earlier sections. Programs that have accreditation requirements may place them here.

For Foundation of Knowledge (FoK, i.e., Gen Ed) courses, there are additional requirements:

* FoK logo and paragraph
* FoK / General Education Student Learning Outcomes (specific to each course, with lettered / numbered SLOs)

*Syllabus templates with appropriate learning outcomes for each general education category are available at the general education website* <https://inside.nku.edu/gened/faculty/syllabus-templates-by-category.html>