NKU Syllabus Template

This template shows the information generally required on a syllabus. Much of the material is to be left to the discretion of the instructor. However, certain components are university requirements and must be included on each syllabi. The university required sections are clearly indicated along with the inclusion of boilerplate language, as applicable. Please note that colleges and/or departments may have additional requirements.

Course Number:  
Course Name:  

Instructor:  
Office Address:  
Email:  
Office Phone:  
Office hours:  

Course Description:  

Prerequisites:  

Student Learning Outcomes – Required (Course Specific) 
Learning Outcomes are a description of what a student will be able to do upon completion of the course.

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

Course Assignments:  
Listing of required assignments with a short description, as applicable.

Course Grading:  

Mid-term Grade (for undergraduate courses) – Required (Boilerplate)  

Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (http://registrar.nku.edu/academiccalendar.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:
Student Evaluation of Instructor and Course – Required (Boilerplate)

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to http://eval.nku.edu. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor’s department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Course Policies:

Submission of Assignments:
Describe expectations for assignment submissions. Late penalties, other requirements.

Attendance Policy:
Clearly spell out attendance policies for the course.

Classroom Behavior Policies:
Describe any policies that you enforce in your classroom, e.g., no cellphones, guidelines for respectful dialogue, etc.
Student Honor Code – Required (Boilerplate)

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at http://deanofstudents.nku.edu/policies/student-rights.html#policies.

Accommodations Due to Disability: Required (Boilerplate)

The syllabus shall contain one of the following two boilerplate options:

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 a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at http://disability.nku.edu.

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 Disability Programs and Services Office in SU 303. To receive academic accommodations for this class, please obtain the proper DPS forms and meet with me at the beginning of the semester. More information on Disability Services can be found at http://disability.nku.edu.

Credit Hour Policy Statement – Required (Boilerplate)

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:

[Insert a course specific outline of time expectations]

**Tentative Course Schedule**
A linear listing of topics, assignment due dates, and examination dates.

**Other Information**
Faculty may wish to list required readings or other information here that is referenced in earlier sections.