**Course Title**
**Section, time, location, etc.**

****

**NKU’s General Education Program** is a shared Norse experience that guides students in becoming independent learners, innovative thinkers, and responsible citizens. The program gives students a foundation of values and knowledge and aligns with career-focused skills. [Instructors: [this link](https://nku.instructure.com/courses/41044/files/8380486) in Canvas has optional / additional information about the Gen Ed program, including a Word Cloud that might be useful for a first day conversation about the purpose of general education.]

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# Instructor General Information

Instructor:

Office Location:

Office Hours:

Digital Contact:

# Course Description

Official course descriptions are included in the [Undergraduate Catalog](https://inside.nku.edu/registrar/catalog.html), but instructors should also provide more detailed information on their individual course sections, including the scope and purpose of the course.

# Student Learning Outcomes

In taking this Gen Ed course in this [add specific course category], students will...

* x
* x
* x

[Instructors can find the SLOs for their Gen Ed Category [here]](https://nku.instructure.com/courses/41044/pages/curricular-map-with-slos)

# Course Assignments

 List of required assignments with a short description

# Course Materials and Resources

Textbook, lab materials, and other elements that the student needs to acquire should be listed here.  Book orders should be made well in advance of the beginning of the semester. Barnes and Noble makes it easy with one click: if you are new to this system, here is a [quick tutorial.](https://www.youtube.com/watch?v=d94J73pcoPs&t=339s)

# Assessment and Grading Procedures

This section should include how the student will be evaluated on their achievement of the student learning outcomes. This section should also include classroom policies that may affect the students’ ability to complete the course (attendance/participation policy, make-up policy and procedures, etc.). Describe expectations for assignment submissions and late penalties, other requirements. It is also recommended that the weight of each type of assignment is also identified.

# Grading Methods

The grading methods section explains the overall grading scheme, which is the basis for students’ final grades.

|  |  |
| --- | --- |
| A | 93 - 100 |
| A- | 90 – 92.99 |
| B+ | 87 – 89.99 |
| B | 83 – 96.99 |
| B- | 80 – 82.99 |
| C+ | 77 – 79.99 |
| C | 73 – 76.99 |
| C- | 70 – 72.99 |
| D+ | 67 – 69.99 |
| D | 63 – 66.99 |
| F  | 0 – 62.99 |
| VF | "vanishing F" Failing grade that may be assigned if a student stops attending classes or participating in coursework |

Instructors may also want to provide information about the following:

* Grading system (percentage- or point-based)
* Weight of course activities (e.g., assignments, projects, exams) proportional to the final grade
* Rounding scheme for final grades
* Final examination scope (cumulative or non-cumulative)
* Test format/s

# Course Policies

### Attendance/Participation

If attendance or participation is a required component of your course (i.e. it affects students’ ability to successfully complete the course), the policy should be outlined in course expectations. 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.”

### Tentative Course Schedule

Bulleted listing of topics, assignment due dates, and examination dates.

# Policy Statements.

### Accommodation Due to Disability (use one of the following statements)

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)

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**

# Common Policies for all NKU courses:

### Class Workload

Students cannot learn by simply being spectators – it is not enough to watch and listen in class. Success requires an investment of time and effort outside of class in studying the material and, most importantly, in working on assigned readings, exercises, projects, research, and papers. For most three-credit courses, a typical student will spend at least nine hours per week studying outside of class. Some students will require more time than this; very few can get by with less. Students must take this out-of- class study time into account when developing course schedules. Students unable to make the needed commitment of time for class attendance *and* out-of-class study should consider taking the course some other time when their schedule will allow them to devote sufficient time to the material. Success in courses requires students to read assigned material carefully and to do assignments, projects, and papers on a regular basis.

Expect the unexpected. Power outages, computer crashes, Internet interruptions, and otherwise unavoidable problems *will* happen. Students must take steps to ensure they can complete their work on time. Do not wait until the last possible moment to complete assignments. Have a backup plan in case the unexpected occurs. For example, ensure you have access to a second Internet-accessible computer (e.g., at a friend’s or at the library) and avoid saving projects directly to your device (e.g., use your NKU OneDrive account).

### Academic Misconduct

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. For more information, please visit the Student FAQ page on the University’s Academic Integrity website: <https://inside.nku.edu/integrity.nku.edu/student.html>
Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student or Graduate Student Honor Codes is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community. All NKU faculty members are asked to report incidents of academic misconduct to the office of Student Conduct Rights and Advocacy.  While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein.

Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of “F,” or removal from the course in which the violation occurs. In the case of repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the office of Student Conduct, Rights and Advocacy.

Additional information is available at: <https://inside.nku.edu/scra.html#policies>

### Sexual Misconduct

Northern Kentucky University is committed to fostering a safe and inclusive educational and work environment free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. For more information please see: <https://inside.nku.edu/titleix/policy/sexual-harassment-policy.html>.

Staff and faculty in the following areas are Officials with Authority (OWAs): Office of Title IX; Student Conduct, Rights, and Advocacy; Human Resources; Athletics; University Police; Vice President of Student Affairs; Legal Affairs; Office of the Provost; Board of Regents. OWAs are individuals who can address and correct allegations of sexual harassment and/or retaliation. Although all staff and faculty are not mandated reporters, all staff and faculty are encouraged to report any information a student shares regarding sexual misconduct that occurred on NKU’s campus or involves an NKU student. Any student who has or is experiencing dating violence, domestic violence, sexual assault, or stalking is encouraged to contact the Norse Violence Prevention Center (NVP Center). The NVP Center provides free, confidential advocacy services. Contact the center at 859-572-5865, or by email at nvp@nku.edu. For more information, please see <http://nvp.nku.edu/support.html>.

### Prerequisites

Prerequisites for all courses are listed in the NKU catalog [(https://inside.nku.edu/registrar/catalog.html)](https://inside.nku.edu/registrar/catalog.html). These are meant to convey the background knowledge expected of each student in the course. History indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. As such, it is imperative that students not take a course until they have mastered the prerequisites for that course. Prerequisites are typically one of two types: either (i) completion of specific NKU courses, or (ii) placement by satisfactory performance on a standardized exam. Students are responsible for ensuring compliance with the stated prerequisites. The department also checks prerequisites; students may be withdrawn from a course if they are found to have not met the course prerequisites.

### University Policy on Non-Attendance

#### Face-to-Face/Hybrid Courses

NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance.

Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.

#### Online

If the student does not log onto Canvas and access course materials or contact the instructor by 5 PM Thursday on the first week of classes, the instructor is required to drop this student for non-participation (i.e., non-attendance). Additional attendance expectations may be found on the specific course syllabus.

#### Observance of Religious Holidays for Class Attendance

NKU values diverse religious perspectives and beliefs and recognizes religious practice is, for many individuals, an important element of personal identity, intellectual development and psychological well-being, and is, in many cases, inseparable from cultural identity. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a diverse and inclusive community, Northern Kentucky University believes every reasonable effort should be made to allow members of the NKU community to observe their holidays without jeopardizing the fulfillment of their academic obligations. NKU students who are unable to attend classes or participate in any examination, study, or work requirement on some particular day(s) because of their religious belief must submit a formal request to the instructor within 3 weeks of the beginning of the semester so appropriate arrangements can be made.

#### Inclement Weather Policy

If NKU is open, classes will meet. For information on NKU closings, students may:

* sign-up for Norse Alert [(http://norsealert.nku.edu/)](http://norsealert.nku.edu/)
* call the university/weather closings hotline: 859-572-6165 or 859-572-6166
* listen to local media (information will be provided to all area radio/television stations).

### Incomplete Policy

The grade of “I” (incomplete) may be assigned at the request of a student when a portion of the assigned or required class work, or the final examination, has not been completed because of a documented serious illness and/or extreme personal circumstance not caused by the student’s own negligence.

An incomplete will only be issued when the following conditions are met:

* the quality of work is satisfactory (passing), but some essential requirement has not been completed;
* evidence of a serious illness and/or extreme personal circumstance not caused by the student’s own negligence has been presented to the professor; and
* the student has developed a plan with the professor outlining the requirements and specific deadlines for completion of the missed

An incomplete grade must be made up by the middle of the next regular semester in which the student is enrolled. The grade for any course not completed by this deadline will be converted to the grade of “F”.

### Withdrawing from a Course

The deadline for withdrawing from class with a grade of W is listed in the Schedule of Classes [(https://inside.nku.edu/registrar/calendars.html)](https://inside.nku.edu/registrar/calendars.html)published for each semester. It is a student’s responsibility to be aware of this deadline. To withdraw from class, a student must process the request online via <http://mynku.nku.edu/>. Students who stop attending class without officially withdrawing will fail the course.

Students are generally not permitted to withdraw after the deadline; after that date they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.

### Grade Appeal

Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal (<https://inside.nku.edu/scra/information/students/rights-responsibilities.html>).

### Diversity

Diversity describes an inclusive community of people with varied human characteristics, ideas, and worldviews related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive environment that respects those human differences. It is our responsibility as citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

As a college student you will have the opportunity to discuss many topics within your classes that will elicit a variety of responses and ideas. An important part of a college education is taking these varied opinions and life experiences into consideration when forming an educated opinion. Therefore, it is critical that we actively listen to and respect one another in the classroom and in online forums.

### Inclusive Excellence

At NKU, we believe that individual differences can deepen understanding of one another and the world around us rather than divide us. Instructors at this university value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities. We strongly encourage everyone to share their rich array of perspectives and experiences, but to do so in a way that is respectful of others. Our discussions are opportunities for each of us to challenge underlying assumptions about our beliefs as we advance our knowledge, skills, and dispositions as professionals in our chosen discipline. Instructors reserve the right to intervene in discussions/communication between and among students if the atmosphere begins to appear hostile or aggressive in any manner. It is the instructor’s role to foster a classroom environment that is optimal for the learning of all students. Any students who believe their differences may in some way isolate them from the class community or have approved accommodations from the Office of Student Accessibility should contact their instructor early in the semester about their concerns to create a learning environment conducive to engagement in the course and NKU community.

### Student Support

#### Health, Counseling, and Student Wellness (HCSW)

Anxiety, depression, and other mental health concerns are common among college students. Any student who feels such emotions are getting in the way of their day-to-day activities and/or academic success is encouraged to contact NKU’s Health, Counseling, and Student Wellness Center. To make an appointment, call the HCSW at 859-572-5650 or walk in at University Center 440. For more information, please see <https://inside.nku.edu/hcsw.html>.

#### W. Frank Steely Library

Students seeking research sources and/or information for assignments, general knowledge, or interest can visit, email (library@nku.edu), chat, call (859-572-5457), or text (859-534-9800) Steely Library, or request a research appointment to work with a librarian.  Sources, services, and more information can be found at <https://inside.nku.edu/library.html>.

#### FUEL NKU

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. FUEL NKU is located in Albright Health Center 104, and may be reached at fuel@nku.edu. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact Student Affairs (859-572-6447; vpsa@nku.edu) for support. Furthermore, students are encouraged to notify their instructors if they are comfortable in doing so. This will enable instructors to provide any resources they may possess.

#### Military Affiliate & Veteran Students

NKU recognizes military affiliate and veteran students have served our country and have chosen to return to school in order to further their education and continue their service to society. In recognition of the uniqueness of many veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, etc.), the university welcomes and encourages students to communicate these, in advance if possible, to their instructors. If, during the semester, a student becomes absent due to military service, they must complete the appropriate documentation located at: <https://inside.nku.edu/veterans/current-students/forms/military-service-absence.html>.

As a reminder, NKU offers the Veterans Resource Station (VRS) located in UC 131 for all military affiliate and veterans. This space is specifically designed for military affiliate and veteran students, and has a lounge, computers, printer, and staff that can act as a liaison with local, state, federal, and campus resources. They can be reached Monday thru Friday from 8:15 a.m-4:30 p.m., by phone at 859-572-7867, or by email at veteransresource@nku.edu. Additional information can be found on the VRS website at: <https://inside.nku.edu/veterans.html>.

#### Learning PLUS

Students experiencing roadblocks (e.g., financial, personal, and social concerns) to academic success may seek assistance from Learning  PLUS - <https://inside.nku.edu/plus.html>) who offer assistance in academic tutoring, developing success skills, a math center, and a writing center.

#### Learning Management Software

Canvas [(https://nku.instructure.com )](https://nku.instructure.com/) is an integral component of our courses. Most of the course materials (e.g., syllabus, schedule, readings, and movies) are only available on Canvas. Any questions or problems with the course Canvas site should be brought to the professor’s attention as soon as possible.

In addition to downloading and installing Office 365 (free for NKU students, see <https://inside.nku.edu/it/service-catalog/software/softwarecatalog/microsoft-stu.html>), students who need access to Microsoft products (e.g., Word, Excel, PowerPoint) or Adobe Acrobat Pro and SPSS off campus may access NKU software and network drives from anywhere using NKU Virtual Desktop (VMWare View,<https://one.nku.edu/task/all/virtual-desktop>).

All technology problems must be addressed directly to the NKU IT Help Desk (<https://inside.nku.edu/it/service-catalog/supporttraining/hd.html>).

#### Student Evaluation of Instructor and Course

NKU takes instructor and course evaluations very seriously. They represent an important means of gathering information about instructors and courses, information that will be used to enhance student-learning opportunities. As such, NKU asks its students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

For a full-semester course, evaluation periods begin two weeks prior to final exams. For seven-week courses, evaluation periods begin at midnight the Thursday of week 6 and close 11:59 p.m. the Sunday of week 7. For five-week courses, evaluation periods begin at midnight the Thursday of week 4 and close 11:59 p.m. the Sunday of week 5. Students are notified by email when the online evaluation process is available and are sent several reminders until evaluations are completed.
Student evaluations are strictly confidential, and results are not available to instructors until after final grades for the course are posted. The university has established extensive precautions to prevent individual student comments from being identified.

In addition, students should be aware:

* 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.
* For more information and to view the instructor and course evaluation schedule, visit the student evaluation home page (<http://eval.nku.edu>).