**<Insert Syllabus Title Here>**(Course ID, Section Number, and Course Title)

Fort Hays State University  
< Insert College Here>

< Insert Department Here>

<Insert Instructor’s Name Here>

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| **1. COURSE INFORMATION** |

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| **1.1. Credit Hours** |  |
| **1.2. Semester and Year** |  |
| **1.3. Course Prerequisites** |  |
| **1.4. Location of Class** |  |
| **1.5. Class Time** |  |

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| **2. INSTRUCTOR INFORMATION** |

2.1. Instructor Contact Information

* + - Name:
    - Title:
    - Office Location:
    - Office Hours:
    - Email Address:
    - Phone Number:
    - Fax Number:
    - Other contact information:

2.2. Contact Procedure and Policy:

2.3. About the Instructor:

* + - Education and Teaching Background:
    - Research Interests:
    - A link to a personal website, a blog, or a wiki:

2.4. Graduate Teaching Assistant or Department Secretary Contact Information (if applicable)

* + - Name
    - Title
    - Office Location
    - Office Hours (Face-to-face or virtual, include virtual office hours for online courses if available)
    - Email Address
    - Phone Number
    - Fax Number
    - Other contact information if applicable (Skype, Facebook, Twitter, etc.)

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| **3. TEXTBOOK AND COURSE MATERIALS** |

3.1. Required Textbook(s):

3.2. Supplementary Book(s) and Article(s):

3.3. Technology Requirement:

The following are the minimum technical requirements to take CD-ROM and Internet-based courses from the Virtual College. A computer that has:

* 2.4 GHz Dual Core processor or greater for simultaneous record/playback features
* 2 GB of RAM
* 128 MB Video Card
* High-speed Internet connection (audio/video)
* Full Duplex sound card and speakers
* Internet access and e-mail account
* Windows Media Player 9.0 or later
* QuickTime 7.5 or later
* DVD and CD player
* "Web-cam" preferred

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| **4.** **COURSE DESCRIPTION** |

4.1. FHSU Catalogue Description:

4.2. Instructor Course Description:

4.3. Recommendations for Success:

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| **5.** **COURSE OBJECTIVES** |

5.1. Course Objectives:

5.2. Prerequisites:

5.3. Course Expectations:   
 **Note:** For 600-level courses, there needs to be higher expectations for graduate students in learning activities and assessment. Go to <http://www.fhsu.edu/academic/gradschl/Graduate-School-Learner-Outcomes/> for best practices in teaching 600-level courses from the Graduate School.

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| **6.** **TEACHING, LEARNING METHODS, & COURSE STRUCTURE** |

6.1. Delivery Method:

6.2. Instructional Approach :

6.3. Course Structure:

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| **7.** **COURSE SCHEDULE** |

*This schedule is tentative and might change during the semester depending on how the course evolves. The content is subject to change depending on students’ interest and progress. Students will be notified of the changes through announcements either in the class or at the Blackboard course site. If time is mentioned in the course, it refers to the Central Time Zone.*

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| **Module # & Range of Dates for Module** | **Topics** | **Reading** | **Assignments** | **Due Date** |
| Module/Week 1 |  |  |  |  |
| Module/Week 2 |  |  |  |  |
| Module/Week 3 |  |  |  |  |
| Module/Week 4 |  |  |  |  |
| Module/Week 5 |  |  |  |  |
| Module/Week 6 |  |  |  |  |
| Module/Week 7 |  |  |  |  |
| Module/Week 8 |  |  |  |  |
| Module/Week 9 |  |  |  |  |
| Module/Week 10 |  |  |  |  |
| Module/Week 11 |  |  |  |  |
| Module/Week 12 |  |  |  |  |
| Module/Week 13 |  |  |  |  |
| Module/Week 14 |  |  |  |  |
| Module/Week 15 |  |  |  |  |
| Module/Week 16 |  |  |  |  |

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| **8.** **ASSESSMENT METHODS AND GRADING SCALE** |

There are XXX points for this course. The grade you earn for this course depends on the total number of points you earn throughout the semester. The assessment methods and grading scale are as follows:

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| --- | --- | --- | --- | --- |
| **Assessment Methods** | **How Many** | **Unit Points** | **Total Unit Points** | **Percentage** |
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| ***Total Points*** |  |  |  | 100% |

= A (90% and above)

= B (80%–89%)

= C (70%–79%)

= D (60%–69%)

= U (below 60%)

* + - Discussions: <insert here a brief description of this assessment method>
    - Quizzes: <insert here a brief description of this assessment method>
    - Mini Projects<insert here a brief description of this assessment method>
    - Final Project: <insert here a brief description of this assessment method>

**Note:** 1) If a Proctor Form is required for a Virtual College course:

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| **9.** **STUDENT HELP RESOURCES** |

Students have access to academic services, technical support and student services at Fort Hays State University. You can find the resources online at <http://www.fhsu.edu/learningtechnologies/BlackboardStudentTutorials/>

For more information you can contact TigerTech at 785-628-3478 or <https://www.fhsu.edu/tigertech/>

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| **10.** **COURSE POLICIES** |

10.1. Class Attendance:

10.2. Class Participation:

10.3. Assignment Due Date:

10.4. Procedures for Assignment Submission:

10.5. Test Make-ups:

10.6. Bonus Points or Extra Credit:

10.7. Collaboration Procedures:

10.8. Netiquette:

10.9. Other Course Policies

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| **11.** **UNIVERSITY POLICIES** |

11.1. Academic Honesty: <https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/>

11.2. Attendance: <http://www.fhsu.edu/academic/provost/handbook/ch_2_instructional_procedures/>

11.3. Withdrawal: <https://www.fhsu.edu/academic/provost/handbook/ch_7_change_enrollment/>

11.4. Student Accessibility Services: <http://www.fhsu.edu/accessibility/>

11.5. Kelly Center Support Services: <http://www.fhsu.edu/kellycenter/>

11.6. Title IX Policy: <https://www.fhsu.edu/humanresourceoffice/Title-IX-Policy/>

11.7. Career Services: <http://www.fhsu.edu/career/>

11.8. Technology Services: <https://www.fhsu.edu/technology/>

11.9. Smarthinking: <http://www.fhsu.edu/virtualcollege/smarthinking/>

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| **12. ADDITIONAL ITEMS REQUIRED BY DEPARTMENT/COLLEGE IF APPLICABLE** |

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| **13. ADDITIONAL ITEMS NEEDED BY INDIVIDUAL INSTRUCTOR IF APPLICABLE** |