



# <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>

## 1. COURSE INFORMATION

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

## 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.)

### 3. TEXTBOOK AND COURSE MATERIALS

- 3.1. Required Textbook(s):
- 3.2. Supplementary Book(s) and Article(s):
- 3.3. Computer Requirements: Please refer to the [TigerTech webpage](#) to check the requirements. If you have any technical issues, contact FHSU TigerTech 785-628-3478, notify to the instructor.

### 4. COURSE DESCRIPTION

- 4.1. FHSU Catalogue Description:
- 4.2. Instructor Course Description:
- 4.3. Recommendations for Success:

### 5. COURSE LEARNING OUTCOMES

- 5.1. Course Learning Outcomes/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. Download this [Best Practices for Teaching Graduate Courses](#) document from the Graduate School.

### 6. TEACHING, LEARNING METHODS, & COURSE STRUCTURE

- 6.1. Delivery Method:
- 6.2. Instructional Approach:
- 6.3. Course Structure:

### 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.*

<b>Module # &amp; Range of Dates for Module</b>	<b>Topics</b>	<b>Reading</b>	<b>Assignments</b>	<b>Due Date</b>
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				

**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:

<b>Assessment Methods</b>	<b>How Many</b>	<b>Unit Points</b>	<b>Total Unit Points</b>	<b>Percentage</b>
<b>Total Points</b>				<b>100%</b>

= 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:

## 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 [FHSU Blackboard Student Tutorials](#)

Special Learning Conditions/Accommodations:

*Fort Hays State University, in accordance with The Americans With Disabilities Act, provides assistance and resources for students with disabilities. The Student Accessibility Services office is located within Health and Wellness Services in the Fischli-Wills Center for Student Success, Room 301, 785-628-4401. This is the appropriate office for students, faculty or staff to contact to verify and notify the University of a student's documented disability. After verification of a documented disability, the Student Accessibility Services office will initiate a request for services. Students should contact the instructor within the first two weeks of class if they require special accommodations for test taking, carrying out assignments, or any other need for assistance.*

For more information you can contact TigerTech at 785-628-3478 or [FHSU TigerTech](#)

## 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



## 11. UNIVERSITY POLICIES

11.1. [Academic Honesty](#)

11.2. [Attendance](#)

11.3. [Withdrawal](#)

11.4. [Student Accessibility Services](#)

11.5. [Health and Wellness Services](#)

11.6. [Title IX Policy](#) : FHSU is committed to fostering a safe and productive learning environment. Title IX makes it clear that violence and harassment based on sex, gender, and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. This includes all types of gender and relationship violence, sexual harassment, sexual misconduct, domestic and dating violence, and stalking. If you wish to report an incident or have questions about school policies and procedures regarding Title IX issues, please contact Amy Schaffer, University Compliance Officer and the FHSU Title IX Coordinator, at [alschaffer@fhsu.edu](mailto:alschaffer@fhsu.edu) or (785) 628-4175. The Compliance Officer can help connect you to campus and outside resources, discuss all of your reporting options, and assist with any concerns you may have.

11.7. [Career Services](#)

11.8. [Technology Services](#)

11.9. [Smarthinking](#)

## 12. ADDITIONAL ITEMS REQUIRED BY DEPARTMENT/COLLEGE IF APPLICABLE

## 13. ADDITIONAL ITEMS NEEDED BY INDIVIDUAL INSTRUCTOR IF APPLICABLE