<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  |
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| 1.1. Credit Hours |  |
| --- | --- |
| 1.2. Semester and Year |  |
| 1.3. Course Prerequisites |  |
| 1.4. Location of Class | Online via the FHSU Blackboard System |
| 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:

* 1. Contact Procedure and Policy:

The best way to contact me is by email. You are welcome to reach me by phone or schedule a zoom meeting with me during the following office hours: XX – XX.

Usually, I respond to e-mails within 24 hours during the work week. It could be up to 48-72 hours during weekends. When you email me, please put Course ID and your name/student ID in the "Subject" line.

2.3. About the Instructor:

* Education and Teaching Background:
* Research Areas of Interests:

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 |
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3.1. Required Textbook(s):

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

Article links are available on Blackboard.

3.3. Computer Requirements: Please refer to the [TigerTech webpage](https://fhsu.edu/tigertech/new-student-information/) to check the requirements. If you have any technical issues, contact FHSU TigerTech 785-628-3478, notify to the instructor.

| 4. COURSE DESCRIPTION |
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 4.1. Course Description:

 4.2. Regular and Substantive Interaction:

Example: I will be in regular email contact with you about the course, both as a group and on an individual basis. You should expect at least one email from me per module at your FHSU email address. Though we are an asynchronous online course, students will engage with each other regularly through the online discussion board assignments.

4.3. Recommendations for Success:

Example 1: You should login to the course at least three times a week to participate in course activities, interact with your instructor and peers as needed. Be prepared to discuss assigned readings, ask insightful questions of presenters and contribute to in-class or virtual discussions. At all times, students should maintain a professional demeanor. Active participation is a significant part of this course. The quality and quantity of participation in on-line activities will be evaluated as part of the course grade.

Example 2: To do well in this course, you will need to check the course Blackboard site every week, complete reading assignments weekly, submit written assignments on time, and read and refer to this syllabus carefully throughout the semester. This syllabus is posted on Blackboard for your convenience. The inability to follow the weekly course structure may distress and overwhelm students due to the scaffolding nature of the course structure. So, this course requires consistent efforts from students to master competencies to do well.

4.4. Course Expectation

* Students to Instructor Expectation
* Instructor to Students' Expectations

| 5. COURSE LEARNING OUTCOMES |
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 5.1. Course Learning Outcomes/Objectives:

 5.2. Prerequisites:

**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 |
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6.1. Delivery Method:

Example:

Content therein will consistent of lecture videos, slides, and various activities for each lesson module. The instructor will be available via email or Zoom to discuss course content with students individually.

6.2. Instructional Approach:

Example:

Information for each module will be given in a variety of formats including textual readings, PowerPoints, online lectures, videos, and websites. In each module, a lecture video is provided to address module topics, resource information, examples, articles, etc. Students will complete assignments in the form of discussion forums, peer review and individual written assignments.

6.3. Course Structure:

There is an assigned module for each week of the semester. Students will be expected to complete the assignments for each module by the completion date of that assigned module unless otherwise noted.

| 7. COURSE SCHEDULE  |
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*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.*

| Week # & Range of Dates  | Topics | Learning Resources | Assignments | Due Date |
| --- | --- | --- | --- | --- |
| Week 1() |  |  |  |  |
| Week 2() |  |  |  |  |
| Week 3() |  |  |  |  |
| Week 4() |  |  |  |  |
| Week 5() |  |  |  |  |
| Week 6() |  |  |  |  |
| Week 7() |  |  |  |  |
| Week 8() |  |  |  |  |
| Week 9() |  |  |  |  |
| Week 10() |  |  |  |  |
| Week 11() |  |  |  |  |
| Week 12() |  |  |  |  |
| Week 13() |  |  |  |  |
| Week 14() |  |  |  |  |
| Week 15() |  |  |  |  |
| Week 16() |  |  |  |  |

| 8. ASSESSMENT METHODS AND GRADING SCALESCALE |
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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:

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

900 – 1,000 = A (90.00% and above)

800 – 899.99 = B (80.00%–89.99%)

700 – 799.99 = C (70.00%–79.99%)

600 – 699.99 = D (60.00%–69.99%)

<600.00 = U (below 60.00%)

* Discussions (CLO #) [Weighted %] : <insert here a brief description of this assessment method>

You will have discussions in each module. All posts will count toward 24% of your grade. This grade builds throughout the semester. **To receive full credit for the semester you must earn 1000 points in each module.** Posts may utilize and discuss quotes or references from texts or articles. Posts may also incorporate an outside resource such as a website, YouTube video, or news article that supports your position.

Goal

The student will collaborate with fellow students regarding course content and assignments. Asynchronous discussion enhances learning as you share your ideas, perspectives, and experiences with the class. You develop and refine your thoughts through the writing process, plus broaden your classmates’ understanding of the course content.

* Quizzes (CLO #) [Weighted %]: <insert here a brief description of this assessment method>
* Mini Projects (CLO #) [Weighted %] <insert here a brief description of this assessment method>
* Final Project (CLO #) [Weighted %]: <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  |
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1. .[FHSU Blackboard Student Tutorials](https://www.fhsu.edu/learningtechnologies/Blackboard/)
2. [Student Accessibility Services](http://www.fhsu.edu/accessibility/)
3. [Health and Wellness Services](https://www.fhsu.edu/health-and-wellness/)
4. [Career Services](http://www.fhsu.edu/career/)
5. [Technology Services](https://www.fhsu.edu/technology/)
6. [Forsyth Library Research Help and Tutorials](https://www.fhsu.edu/library/)
7. [Academic Tutoring](https://www.fhsu.edu/retention/asp/free-tutoring/)
8. [Writing Center](https://www.fhsu.edu/writingcenter/)

## 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](https://www.fhsu.edu/tigertech/)

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| 10. COURSE POLICIES |

* 1. Class Attendance:
	2. Class Participation:
	3. Assignment Due Date:
	4. Procedures for Assignment Submission:
	5. Test Make-ups:
	6. Bonus Points or Extra Credit:
	7. Collaboration Procedures:
	8. Netiquette:
	9. Other Course Policies

| 11. UNIVERSITY POLICIES |
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* 1. [Academic Honesty](https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/)
	2. [Attendance](http://www.fhsu.edu/academic/provost/handbook/ch_2_instructional_procedures/)
	3. [Withdrawal](https://www.fhsu.edu/academic/provost/handbook/ch_7_change_registration/)

* 1. [Title IX Policy](https://www.fhsu.edu/president/Compliance-Office/Title-IX-Policy/index) : 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 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.

| 12. ADDITIONAL ITEMS REQUIRED BY DEPARTMENT/COLLEGE  |
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