

Marshall University Syllabus

College [or School]

[Program]

# Course

[Enter number and title of course, e.g., UNI 101 New Student Seminar]

## Course Description

[Enter course description from the current catalog.]

### Credits

[Enter credits and specify graduate or undergraduate.]

### Prerequisites

[List prerequisites or state “none,” as appropriate.]

## Term/Year

[e.g., Fall 2018]

## Class Meeting Days/Times

[Specify meeting day(s) and time(s).]

## Location

[Specify the class location, e.g. the campus, building, and room.]

## Academic Calendar

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](http://www.marshall.edu/academic-calendar/) (URL: http://www.marshall.edu/academic-calendar/ ).

# Instructor

[Enter instructor’s full name]

## Contact Information

* Office: [Enter office location]
* Office Hours: [Enter office hours: specific times (may add “also by appointment” if you wish), in person or online.]
* Office Phone: [Enter office phone number]
* Marshall Email: [Enter Marshall email address]

# Required and/or Recommended Texts and Materials

## Required Texts and Materials

[List required texts and/or materials or state none are required.]

## Recommended/Optional Texts and Materials

[List recommended/optional texts and/or materials or delete this section.]

# Course Student Learning Outcomes

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

| Course student learning outcomes | How students will practice each outcome in this course | How student achievement of each outcome will be assessed in this course |
| --- | --- | --- |
| Students will… [enter an objective/outcome] | [List relevant learning activities here—e.g., group work, discussion, in-class exercises, chapter reviews, low-stakes writing, practice presentations, etc.] | [List assessments—exams, papers, projects, presentations—that will be used to evaluate mastery of this particular outcome]. |
| Students will… [enter an objective/outcome] |  |  |
| Students will… [enter an objective/outcome] |  |  |
| Students will… [enter an objective/outcome] |  |  |

# Course Requirements/Due Dates

[Enter specific course requirements/due dates, or use the schedule table at the end of this template for due dates.]

# Grading Policy

[State your specific grading policy, e.g., grading scale, late work policy, etc.]

# Attendance/Participation Policy

[State attendance and/or participation policy.]

# University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to [MU Academic Affairs: University Policies](http://www.marshall.edu/academic-affairs/policies/). (URL: http://www.marshall.edu/academic-affairs/policies/ )

* Academic Dishonesty Policy
* Academic Dismissal Policy
* Academic Forgiveness Policy
* Academic Probation and Suspension Policy
* Affirmative Action Policy
* Dead Week Policy
* D/F Repeat Rule
* Excused Absence Policy for Undergraduates
* Inclement Weather Policy
* Sexual Harassment Policy
* Students with Disabilities (Policies and Procedures)
* University Computing Services Acceptable Use Policy

## Students with Disabilities

For University policies and the procedures for obtaining services, please go to [MU Academic Affairs: University Policies](http://www.marshall.edu/academic-affairs/policies/) and read the section, **Students with Disabilities**. (URL: http://www.marshall.edu/academic-affairs/policies/ )

## Marshall University E-Mail Accounts

You must have and use your MU email account. Your personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal email account, but you must sign in to your MU account to do that**.** Marshall University uses Office 365 email. For more information, visit [Marshall IT: Office 365](file:///C:\Users\kaplanp\Documents\00%20Syllabus%20Templates\Marshall%20IT:%20Office%20365) (URL https://www.marshall.edu/it/office365/).

# Course Schedule

[Provide the course schedule. You may enter it in the table below or provide it in another format.]

| Module [or Lesson, Unit, or Week] | Activity/Assignment | Points | Due Date |
| --- | --- | --- | --- |
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# Technology and Technical Skill Requirements

[Enter requirements such as the example below. Edit as needed and delete anything that is not required.]

* Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, and other common applications.
* For computer and browser requirements, see “Get Connected” and “Internet Browser” at [Student Resources: First Steps](http://www.marshall.edu/muonline/student-resources/). See also [IT: Recommended Hardware](http://www.marshall.edu/it/recommendations/) (URLs: http://www.marshall.edu/muonline/student-resources/ and http://www.marshall.edu/it/recommendations/ ).
* To check your browsers, use the [Blackboard Browser Checker](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker) and ensure that you set permissions properly and have all the necessary plug-ins. (URL: https://help.blackboard.com/Learn/Student/Getting\_Started/Browser\_Support/Browser\_Checker )
* Students must be able to use Marshall email, as well as the following tools in Blackboard: course messages, assignments, discussion board forums, tests, blogs, journals, wikis, and groups. Links to Blackboard Help and tutorials are available on the Start Here page and on the Tech Support tab in Blackboard.
* Virtual (VC) courses may require a webcam and microphone to use Blackboard Collaborate Ultra for synchronous meetings. For the best experience, Blackboard recommends Google Chrome browser or Mozilla Firefox browser. Links to Blackboard Collaborate Help and Tutorials are on the Start Here page and on the Tech Support tab in Blackboard.
* [Adobe Acrobat Reader](https://get.adobe.com/reader/) may be needed to read some files. This plug-in is available free. (URL: https://get.adobe.com/reader/ ) See the Tech Support tab in Blackboard for additional information and links.
* Students may be required to submit assignments as Microsoft Word documents (.docx), using the most recent Microsoft Office suite. Office 365 is available at no extra charge to students enrolled at MU. For information visit [Marshall IT: Office 365](http://www.marshall.edu/it/office365/) (URL: http://www.marshall.edu/it/office365/ ).
* See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

# Technology Assistance

If you have technical problems, please contact one or more of the following:

* [Blackboard Support Center](http://marshall.edusupportcenter.com) (URL: http://marshall.edusupportcenter.com)
* Marshall [Information Technology (IT) Service Desk](http://www.marshall.edu/it/departments/it-service-desk/) (Help Desk) (URL: http://www.marshall.edu/it/departments/it-service-desk/ )
  + Huntington: (304) 696-3200
  + South Charleston: (304) 746-1969
  + [Email the IT Service Desk](mailto:itservicedesk@marshall.edu) (itservicedesk@marshall.edu)