

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 2020]

## Class Meeting Days/Times

[Specify meeting day(s) and time(s). If the entire class cannot meet in the classroom simultaneously due to reduced classroom capacity for purposes of social distancing, indicate Attendance Schedule for each smaller group/cohort of students].

## 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: [Important: All office hours should be held virtually during the COVID-19 pandemic unless face-to-face hours are approved by the department chair].
* Office Hours: [Enter office hours: by appointment; Important: All office hours should be held virtually during the COVID-19 pandemic unless face-to-face hours are approved by the department chair].
* Office Phone: [Enter office phone number]
* Marshall Email: [Enter Marshall email address]

# Additional COVID-19 Related Information

# All students must wear face coverings during class and in all academic buildings, hallways, stairwells, lobbies. All Marshall students will receive two branded reusable cloth masks upon return to campus. Students who arrive in class without a face covering will be asked to leave the classroom.

# All students must abide by engineered social distancing protocols (one-way entrances/exits, one-way stairwells, etc.).

# All students will pick up a sanitizing wipe (which will be provided) and sanitize their workstations upon entering the classroom.

# All faculty office hours will be held virtually by appointment unless face-to-face hours are approved by the department chair.

# For the safety of all class members, please DO NOT share course materials.

# Please wash your hands with soap and water and/or use hand sanitizer regularly.

# Seating will be configured to maintain appropriate social distancing. [Assigned seating can be helpful in maintaining social distancing and conducting contact tracing if necessary. Faculty are strongly encouraged to use assigned seating for Fall 2020. If you choose to use assigned seating, add a clause regarding assigned seating here].

# 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.]

# Grading Policy

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

# Attendance/Participation Policy

[State attendance and/or participation policy. Be sure that your policy considers COVID-19 related absences.]

# 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

# Course Schedule

[Provide the course schedule. You may enter it in the table below or provide it in another format. Add information here about Attendance Schedule for different student cohorts/groups, if applicable].

| Week [or Lesson, Unit, etc.] | Activity/Assignment | Points  (Percentage) | Due Date |
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