

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

(QM Standard 1.7) [List prerequisites or state “none,” as appropriate.]

## Term/Year

[e.g., Summer 2024]

## Format (and Meeting Days/Times/Location)

This course format is [technology enhanced (TE); virtual (VC); interactive video (IV); or 100% asynchronous online course with no required synchronous meetings (OC)]. [If TE, VC, or IV, list meeting dates, times, and location, including whether students may or must attend virtually via Microsoft Teams (or Zoom, with permission from IT) and/or view recordings of meetings in lieu of synchronous attendance.]

This course should be completed in one [fall/spring/summer/accelerated] term.

## Academic Calendar

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

# Instructor

[Enter instructor’s full name]

## Contact Information

* Office: [Important: For Virtual Office hours, indicate here the virtual “space” where students can find you (Teams, Teams Chat, etc.) and provide clear instructions about how to access your online office hours].
* Office Hours: [Enter office hours]; or by appointment. [Important: For virtual office hours, indicate here the regular days/times you will be available online without an appointment].
* Office Phone: [Enter office phone number]
* Marshall Email: [Enter Marshall email address]

## Preferred Communication Method and Expected Response Time

(QM Standard 5.3) [Enter preferred communication method and the time it typically takes you to respond. Include emergency or alternate contact information and response times, if desired.]

## About Me

(QM Standard 1.8) [Include a brief self-introduction here OR in the course.]

# Health and Safety Information

All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

***Campus Carry Policy***

University Policy, UPGA-12 (Campus Carry Policy) derives its authority from West Virginia State law, including the Campus Self-defense Act (W. Va. Code § 18B-4-5b). It pertains to the exercise of Concealed Carry on Marshall University’s campus, except in designated areas, by individuals with a valid permit to Conceal Carry.

Individuals who choose to Conceal Carry are responsible for knowing and understanding all applicable federal, state, and local laws and Marshall University Board of Governors Rules, University Policies, and Administrative Procedures. University Policy, UPGA-12 applies to areas of campus and buildings that are directly under the possession or control of Marshall University.

Concealed Handguns are not observable to others and must be holstered and concealed on the body of the permit holder or in a personal carrier, such as a backpack, purse, or other bag that remains under the exclusive and uninterrupted control of the permit holder. This includes wearing the personal carrier with a strap, carrying or holding the personal carrier, or setting the personal carrier next to or within your immediate reach at all times. If your participation in class activities impedes your ability to maintain constant control of your Handgun, please make alternate arrangements prior to coming to class.

***Faculty Office***

NOTICE: University Policy, UPGA-12 (Campus Carry Policy) defines Sole Occupancy Offices as areas that may restrict Concealed Carry. Please be aware that my office is a Sole Occupancy Office and this statement serves as notice that concealed weapons or handguns are not permitted in my office. If you plan to attend a meeting in my office or to drop by my office, secure your weapon or handgun appropriately before you arrive.

# 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.]

# Technology and Technical Skill Requirements

(QM Standards 1.5 and 1.6) [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](https://www.marshall.edu/design-center/students/). See also [IT: Recommended Hardware](http://www.marshall.edu/it/recommendations/) (URLs: https://www.marshall.edu/design-center/students/ and https://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 Microsoft Teams (or Zoom, with permission from IT) for synchronous meetings.
* [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: https://www.marshall.edu/it/microsoft365/ ).
* See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

# Technology Assistance

(QM Standard 7.1) If you have technical problems, please contact one or more of the following:

* [Blackboard Support - Service Portal (service-now.com)](https://marshallu.service-now.com/sp?id=sc_cat_item&sys_id=b18a66981be0ad508973fe6e034bcb0c&sysparm_category=3f384f901ba4ad508973fe6e034bcb7f&catalog_id=-1) (URL: https://marshallu.service-now.com/sp/ ). After logging in, enter “Blackboard” in the search box and enter. Next, click on “Blackboard Support” at the top of the screen.
* Marshall [Information Technology (IT) Service Desk](http://www.marshall.edu/it/departments/it-service-desk/) (Help Desk) (URL: https://www.marshall.edu/it/departments/it-service-desk/ ) via Live Chat
  + (304) 696-3200
  + [Email the IT Service Desk](mailto:itservicedesk@marshall.edu) (itservicedesk@marshall.edu)

# Course Purpose

(QM Standard 1.2) [Describe the course purpose.]

# Course Objectives/Outcomes

(QM Standards 2.1 and 2.3) [State course objectives clearly and from the learner’s perspective.] The student will be able to:

* [Enter student learning objective/outcome.]
* [Enter student learning objective/outcome.]
* [Enter student learning objective/outcome.]
* [Enter student learning objective/outcome.]

## Desired Learner Outcomes

(QM Standard 2.4) 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 Structure

(QM Standard 1.2) [Describe the course structure, For example: This course is organized in 8 units presented in folders in Blackboard. Each unit consists of …, etc. Some instructors list each unit/module with its respective objectives in this section, but that is not required here.]

# Course Requirements/Due Dates

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

# Course Policies

(QM Standard 1.4) By enrolling in this course, you agree to the following course policies.

## Attendance/Participation Policy

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

## Online Communication Expectations

(QM Standard 1.3) [State or link to your communication expectations or policy (such as etiquette or “netiquette”) for online discussions, email, and other interaction, OR refer students to a course location for it.]

# Grading Policy

## Grading Scale

(QM Standard 3.2) [Enter grading scale and other grading policy details clearly.]

## Late Work Policy

(QM Standard 3.2) [Enter late work policy, including whether or not a grade of “Incomplete” may be granted per Marshall University policy.]

## Anticipated Response Time for Grading and Feedback

(QM Standard 3.5, 5.3) [Enter typical response time for grading/feedback on assignments].

## Evaluation Criteria

(QM Standard 3.3) [Enter evaluation criteria, such as rubrics and/or specific and descriptive criteria, OR refer students to the appropriate location(s) in the course to find them.]

| Criteria | [Enter level and possible points] | [Enter level and possible points] | [Enter level and possible points] | [Enter level and possible points] |
| --- | --- | --- | --- | --- |
| [Enter criterion] | [Enter specific description] | [Enter specific description] | [Enter specific description] | [Enter specific description] |
| [Enter criterion] |  |  |  |  |
| [Enter criterion] |  |  |  |  |
| [Enter criterion] |  |  |  |  |

# University Policies

(QM Standard 1.4) 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: https://www.marshall.edu/academic-affairs/policies/ )

* Academic Dishonesty Policy
* Academic Dismissal Policy
* Academic Forgiveness Policy
* Academic Probation and Suspension Policy
* Affirmative Action Policy
* Pre-Finals Week Policy
* D/F Repeat Rule
* Excused Absence Policy for Undergraduates
* Inclement Weather Policy
* Sexual Harassment Policy- Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. This includes that students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall’s Title IX Office may be contacted at [TitleIX@marshall.edu](mailto:TitleIX@marshall.edu)
* Students with Disabilities (Policies and Procedures)
* University Computing Services Acceptable Use Policy

## Students with Disabilities

(QM Standard 7.2) 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: https://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](http://www.marshall.edu/it/office365/) (URL https://www.marshall.edu/it/microsoft365/).

# Course Schedule

[Provide the course schedule].

| Module [or Lesson, Unit, or Week] | Activity/Assignment | Points | Due Date |
| --- | --- | --- | --- |
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# Bibliography

[Enter course bibliography or delete this heading.]