**Marshall University Course Syllabus**

|  |  |
| --- | --- |
| Course Name |  |
| College/Department |  |
| Semester |  |
| Instructor name and title |  |
| Instructor Email |  |
| Instructor Telephone |  |
| Instructor Office Location |  |
| Course Start Date |  |
| Course End Date |  |

T-Courses Face-to-Face Meetings

|  |  |
| --- | --- |
| Dates/Times |  |
| Location |  |

*(delete if this is an e-course)*

Information for drop or withdraw available on the Academic Calendar

<http://www.marshall.edu/calendar/academic/>

**COURSE MATERIALS AND COST**

(copy the table below for each book required/recommended)

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Publisher |  |
| Edition |  |
| ISBN |  |

Other materials needed for the course include:

Estimated cost for all books and materials for this course is $ \_\_\_\_\_\_\_\_\_\_

Textbooks and materials may be ordered online at the Marshall University Bookstore  
 <http://www.marshall.edu/msc/MU_Bookstore/mu_bookstore.html>

**COURSE DETAILS**

**Description:**

*(The course description is found in the Marshall University Catalog)*

**Credit Hours:**

**Prerequisites:**

**Objectives/Expectations:**

**Number of hours per week to required to successfully complete the course.**

**Online: \_\_\_\_\_ hours per week**

**Offline: \_\_\_\_\_ hours per week**

**Computer Requirements:**

Requirements for a MUOnline course, Hardware/Software Check, and Plugins may be found at

<http://www.marshall.edu/muonline/computer_requirements.asp>

ServiceDesk – for assistance needs

<http://www.marshall.edu/ucs/cs/helpdesk/>

FAQ – Frequently Asked Questions

<http://www.marshall.edu/muonline/technicalfaq.asp>

**Program’s Student Learning Outcomes**

*(Should be listed only for courses required as part of degree programs, i.e. not general education courses*

*taken across disciplines. Suggested wording follows).*

**Upon completion of the (BA, BS, MA, MS, EdD, PhD, [choose the appropriate degree]) in (insert discipline), students will be able to:**

*(List your program’s student learning outcomes)*

**COURSE OUTCOMES**

**Student Learning Outcomes and Assessment Measures**

|  |  |
| --- | --- |
| **Upon completion of this course, students will be able to** | **Each student learning outcome will be assessed in the following manner:** |
| *(List each course learning outcome in the cells below. The table may be collapsed or expanded as appropriate for specific courses).* | *(Next to each student learning outcome, specify how you will assess that particular outcome. You may have more than one assessment for each outcome.* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**COURSE SCHEDULE, ACTIVITIES AND POLICIES**

*(List all projects, exams, and other course requirements. Be specific regarding descriptions of each project, and outline any special requirements. For example, if there will be a grading penalty for late papers, this should be explained. )*

|  |  |  |
| --- | --- | --- |
| **Date(s)** | **Topics and Activities** | **Due Dates** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Exams**

|  |  |
| --- | --- |
| Number of Exams |  |
| Type(s) of Questions |  |
| Each exam worth (# of points) |  |
| Total Points |  |

**Assignments**

|  |  |
| --- | --- |
| Number of Assignments |  |
| Type(s) of Questions |  |
| Each Assignment worth (# of points) |  |
| Total Points |  |

**Grading Breakdown**

|  |  |
| --- | --- |
| Item | Value (Points) |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Points |  |

**Policies**

*(Policies regarding make-up exams, etc. also should be specified. The syllabus should include additional detail about the instructor’s grading policy. This might include how each component of the course will be factored into the final grade, “e.g. research paper = 25% of grade, exams (3) will be worth 25% of the grade each.” Your policy might also specify the grading scale, e.g. 93 – 100% = A. However, grading scales will differ from instructor to instructor and it is perfectly acceptable not to use a rigid scale. Some faculty prefer to use statistical methods, such as t or z scores. Please remember that students should be given a reasonable explanation as to how their course grade will be determined, and should know where they stand in the course as the semester progresses).*

**GRADING**

|  |  |
| --- | --- |
| **A** | -100 |
| **A-** | - |
| **B+** | - |
| **B** | - |
| **B-** | - |
| **C+** | - |
| **C** | - |
| **C-** | - |
| **D+** | - |
| **D** | - |
| **D-** | - |
| **F** | 0- |

(delete any qualifiers not used)

**COMMUNICATION**

*(include your intended response time)*

In MUOnline: (delete any not being used)

* Mail tool (course e-mail tool remains in the course)
* Chat tool (electronic office hours or electronic group meeting space)
* Discussion tool (threaded, blog, and journal available)
* Who’s Online (list of who is currently working in the course section)

**INSTRUCTOR BIOGRAPHY**

(may wish to include how long you have been at MU, background, degrees and institutions, special interests, etc.)

**UNIVERSITY POLICIES**

**Academic Dishonesty**

All students should be familiar with the university’s policy concerning academic dishonesty. This policy can be found on pp. 66 - 68 of the undergraduate catalog <http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf>, or on pp. 61 – 63 in the 2009 online graduate catalog <http://www.marshall.edu/catalog/graduate/S2009/gr_sp09_published.pdf>. (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding academic dishonesty in their class).

**Policy for Students with Disabilities**

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities.  University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability.  Following this, the DSS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading.  The instructor and student will meet to discuss how the accommodation(s) requested will be provided.  For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

# University Computing Services’ Acceptable Use Policy:

# All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/accptuse.asp>.

**Affirmative Action Policy**:

This course will follow Marshall University’s policy on Affirmative Action, which can be found on p. 63 of the undergraduate catalog <http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf>, or on pp. 16-17 of the 2008 graduate catalog <http://www.marshall.edu/catalog/graduate/S2009/gr_sp09_published.pdf>. Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.