Please carefully review and update the accessible syllabus template with details for your course. When you are finished, you can go to File > Check for issues > check accessibility to see if there are any fixes that need to be made. For further help, contact Distance Education at [online@apsu.edu](mailto:online@apsu.edu) or 931-221-6625.

# Course Name # Syllabus

Semester YEAR

Department, CRN, modality, (i.e. face-to-face, online or hybrid), # credit hours

## Instructor Information:

Dr. Doe

Email: [mailto:lastnamef@apsu.edulastnamef@apsu.edu](mailto:lastnamef@apsu.edu)

Office phone: 931-221-####

Office hours and location: Day & time or by appointment only

Course Details: Meeting days, times, and location

## Course Description

Course description from the university catalog.

## Prerequisites and/or Co-requisites

A list of all course prerequisites and co-requisites and why they are required. Write "None" if not applicable.

## Course Learning Objectives

The course objectives should be measurable and stated clearly. These course objectives will be aligned to the module learning objectives, instructional materials, and assessments in the course map template found in the “getting started” module.

After completing this course, the students will be able to:

## **Student Learning Outcomes (SLOs)**

See the [Institutional Effectiveness website](https://www.apsu.edu/institutional-effectiveness/workshop_resources.php) for an SLO primer and other resources.

## Course Topics/Content Outline

* Topic 1
* Topic 2
* Topic 3…

## Course Requirements

### **Required Learning Resources or Textbook**

A list of textbooks with the author, title, publisher, edition, date, and ISBN number.

Also, include any course fees or other mandatory purchases students will have to make to be successful in the course (e.g. Livetext subscription; lab supplies).

### **Supplemental/Optional Materials**

A list of other published material the student may benefit from (such as a reference style guide/manual)

### **Technology Requirements**

Syllabus documents for courses should provide minimum technology requirements related to required hardware, software, online proctoring or instructional technology. In addition, the syllabus should provide clear instructions for students on how they may obtain, install or use instructional technology.

* For Austin Peay email and OneStop login issues, contact (931) 221-HELP (4357) or [govstech@apsu.edu](mailto:govstech@apsu.edu). Go to [GovsTech](https://www.apsu.edu/information-technology/helpdesk/) for more information.
* For D2L questions/concerns, contact (931) 221-6625 or [online@apsu.edu](mailto:online@apsu.edu). Go to [Distance Education](https://www.apsu.edu/online/) for more information.

### **Technology Skills Required for Course**

This could include things such as: accessing and navigating D2L, sending/receiving email, attachments, uploading and downloading files, proficiency with Microsoft Office, etc.

### ***Additional Course Requirements***

Test(s), Reading Lists, Visual Aids, Computer Laboratories, Field Trips, etc.

## Participation, Assessments, & Grading

### **Class Participation**

A statement that students must participate in all interactive aspects of the online course if interaction is part of the course design. For example: students must communicate with other students in discussion boards, students are expected to communicate with the instructor as a learning resource, students must check the course bulletin board frequently for announcements, and students must actively participate in threaded discussion boards every week.

### **Testing Procedures**

A statement describing the process students will need to have in place for proctors, online testing, etc. if applicable. For more information about online proctoring through Honorlock, students can visit the [Honorlock Online Proctoring webpage](https://www.apsu.edu/online/technology/honorlock.php).

### **Grading Procedures**

A detailed statement of how grades are related to or reflective of the expected learning outcomes. A statement of what constitutes high achievement in the course.

### **Late and Missing Work Policy**

Do you accept late work? If so, what are the stipulations and/or penalties? If not, state that here along with any exceptions.

### **Grading Scale**

* ## - ## Points = ##-100% - A
* ## - ## Points = ##-##% - B
* ## - ## Points = ##-##% - C
* ## - ## Points = ##-##% - D
* ## points and under = ##% and under – F

To calculate your percentage/letter grade during the course, divide the total number points you have earned by the total number of points possible and multiple by 100. This will give you the percentage associated with the letter grades. \***Please note – you will have to change these directions if you use weighted grades**.\*

### Example:

Points earned = 120

Total points available at this point in the course = 140

120/140 = 0.857 \* 100 = 85.7%.

### **Learning Activities and Assessments**

Provide a sequenced list of assignments and assessments arranged by course section or module with a breakdown of how they impact the total score.

| Assignment | Points Possible |
| --- | --- |
| Assignment/Assessment (total of # at # points each) | # |
| Quizzes (5 quizzes at 10 pts each) | 50 pts |
| Discussion Boards (8 discussions at 15 pts each) | 120 pts |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
| Total Points Possible | # |

### **Instructor Grading and Feedback Response Time**

Include a statement that lets students know when to expect grades and feedback after submission of an assignment. For example: The instructor will provide grades and individual feedback to students within 3 days of assignment due dates.

## Communication Policy and Course Expectations

Tell students how course communication will happen. For example:

Weekly announcements will be made through D2L on the “Announcements” page. Please be sure to check your APSU email and D2L on a regular, if not daily, basis. If you have problems with accessing your APSU email account or D2L, contact GovsTech at 931-221-4357 or email [govstech@apsu.edu](mailto:govstech@apsu.edu).

Additional class communication will primarily be through D2L, discussion forums, and email. The best way to contact me directly is via email at [lastnamef@apsu.edu](mailto:lastnamef@apsu.edu). If needed, Zoom video conferences, phone calls, or office visits can be scheduled via email.

### **Students are expected to:**

* Sign in to the online course space a minimum of three days per week to actively and substantially participate in the discussion forums and to complete required online course activities.
* Be prepared for active participation by keeping up with the homework, activities, and reading assignments.
* Read all of the required posted online materials, including all discussion forum posts for the required forums.
* Complete the assignments by the posted due dates.
* Promptly communicate technical and other course issues or problems to the instructor.
* Adhere to all of the guidelines regarding academic honesty which can be found among other institutional policies in the [APSU Student Handbook](https://apsu.edu/handbook/index.php).

### **The instructor can be expected to:**

* Reply to student emails within 24 hours Monday through Friday. Response times may vary during weekends and holidays.
* Give timely and thorough feedback on all assignments and assessments. In this course, feedback will be provided within # days of assignment/assessment submission.
* Post weekly announcements at the beginning of each module to update the class on progress and upcoming assignments/assessments.
* Set the tone of the course and lead the process of building an online learning community.

## Additional Course Policies

### **Disability Policy**

Choose **one** of these Disability Policy statements to include in your syllabi. Delete any unused statements.

* Statement 1: Disability Policy Statement

Any student who has a disability that may affect his/her academic performance is encouraged to make an appointment with me to discuss this matter, or you may contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102.

* Statement 2: Students with Disabilities

Any student who has a disability that may affect his/her academic performance is encouraged to contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102.

* Statement 3: Disability Policy

Any student that has a condition that may affect his/her academic performance is encouraged to contact [Student Disability Resource Center](https://www.apsu.edu/disability/index.php); telephone 221-6230; tty 221-6278; fax 221-7102 to discuss the matter. This discussion should take place before the first exam.

### ***Policy on Minors***

Minors accompanying staff, faculty, students, or visitors on campus are not permitted in classrooms. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant.

### ***Service Animals in the Classroom***

Consult [APSU Policy 3:007 Animals on Campus](https://apsu.policytech.com/docview/?docid=123&public=true) for appropriate situations allowing service animals in the classroom.

### ***Academic and Classroom Misconduct***

Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Student Conduct” in the new Student Handbook for an understanding of what will be expected of them within the academic setting. [APSU Policy 3:005 Student Academic and Classroom Misconduct](https://apsu.navexone.com/content/dotNet/documents/?docid=120&public=true) will be followed in reporting any suspected cases of academic misconduct.

### ***Midterm Grades***

Syllabi for all courses numbered lower than 3000 must contain the following statement:

A midterm grade shall be awarded for all students in this course. The grade awarded may not necessarily be based on 50% of the course requirements and may or may not differ from the final grade. Your midterm grade will be posted on AP Self Service.

## **Caveat**

A statement clarifying that the syllabus is not a contract and that circumstances may require that the stated requirements could change.

Example: The instructor reserves the right to make changes as necessary to this syllabus. If changes are made during the term of the course, the instructor will immediately notify students of such changes both by email communication and posting both notification and nature of change(s) on the course announcements page in D2L.