## Notes for Using this Template

Providing students with a clear, well-formatted syllabus is essential to student success. Designing your syllabus with Heading Styles creates a logical outline to your document. This syllabus template has been preformatted with sectional and table headings which screen readers and text-to-speech tools are programmed to recognize. This design allows students to easily navigate the syllabus and locate key information within sections. Heading 1 (H1) is the top-level heading tag, which is usually reserved for the title. Major sections (categories, topics, etc.) are tagged H2, followed by H3, and H4 for subheadings.

* This template is provided as a resource to College of Arts & Sciences instructors in alignment with our values for teaching effectiveness.
  + The document may be customized as needed to match the learning environment and your teaching style.
  + You may change the overall organization and may delete any section that you do not find useful; however, per College policy all syllabi must include certain specific elements. These are noted in comments in this document.
* Faculty may choose to use this document or another document, such as the template developed by the Instructional Design team at the Center for Academic Innovation.
* Before publishing your syllabus, be sure to do the following
  + Review comments in this document to confirm your finalized syllabus meets minimum expectations of content within each course syllabus.
  + Confirm that you have maintained an accessible heading structure in the document.
  + Delete Notes for Using this Template
  + Delete comments before adding your completed syllabus to Canvas.
  + Contact your Instructional Designer, Deborah Goins [eflat@ksu.edu](mailto:eflat@ksu.edu) for assistance.

## Instruction

### Course Delivery Method

**Credit Hours**: 3 **Lecture:** [In-Person, Online, Prerecorded Videos, Hybrid]  
**Class Meeting Days and Time**:   
**Class Meeting Location**:   
**Zoom:** Meeting ID (\_\_\_\_) Password (\_\_\_\_)

### Instructor Information

Name:   
Email:  
Department:  
Office:  
Phone:

### Office Hours

**Example:** My office hours are from [Time] on [Days](Central Standard Time). I am also available by appointment. Please feel free to call me; we can also arrange a Zoom discussion if you let me know 24 hours ahead of time.

### Communication

**Example**: I will communicate with you primarily through the tools within this Canvas course. During the work week, I will respond to personal emails, or your posts directed to me within 24 hours. I will review communication over the weekend, but I will respond on Monday to most situations. If you need to reach me by email, please use the subject line: Your Name, Course Name/Number, Topic. Please allow a full 24 hours before emailing me again about the same question or issue, and on Monday for inquiries sent over the weekend.  
**Note:** If you have course specific questions that are not addressed in this document, I am happy to help. However, for technical (computer related) questions, it is best to call the IT Service Desk at 785-532-7722.

### A Little About Me

Introduce yourself to your students. This is the perfect place to embed a short welcome message video in the Canvas version – remember to include closed captioning.

## Course Overview

This course will be:

* add engaging and relevant intro to course here.
* consider including info about the overall structure of the course as well as why the course is relevant to the students.
* an official course description and credits
* statement of fully online, blended, or web enhanced.

### Course Learning Objectives

**Example**: By the end of this course, students will be able to:

* Learning Outcome
* Learning Outcome
* Learning Outcome

### Prerequisites

[list of content knowledge and skill prerequisites necessary such as courses the learner should have completed prior to taking this course, etc.]

### Required Materials

[list of online and print books, journals, web sites, etc.]

## Expectations

### What you can expect of your instructor

I will regularly assess student learning and post the results (e.g., grades) of these assessments in a timely manner before the drop without a “W” and drop with a “W” deadline.

**Example**: I will work to foster community through discussion boards, chat sessions, group projects, etc. If you have a question that you feel may help other students as well, please post your question in the “Talk to Me” discussion thread. If you have a personal concern or question you would like to talk about, please send me an email directly.

### What I expect of you

**Example**: Expect to spend (\_\_\_\_) hours a week with each module of this course. It is not necessary for you to log in daily. However, it is important to log in early in the week, so that you understand what is expected and have time to ask questions. I expect you to ask questions if something is unclear.

#### Netiquette

K-State Online rules of style and [Netiquette Standards](https://online.k-state.edu/student-support/netiquette/) (network etiquette) are expected when communicating through class e-mail and discussions.

## Schedule

| Unit/Module/Week | Objective | Activity (Due Date) | Resources |
| --- | --- | --- | --- |
| 1 | Demonstrate | Discussion/Quiz | Slides/Videos |
| 2 | Illustrate | Discussion/Quiz | Slides/Videos |
| 3 | Categorize | Discussion/Quiz | Slides/Videos |
| 4 | Develop | Discussion/Quiz | Slides/Videos |
| 5 | Evaluate | Discussion/Quiz | Slides/Videos |
| 6 | Recall | Discussion/Quiz | Slides/Videos |
| 7 | Identify | Discussion/Quiz | Slides/Videos |
| 8 | Construct | Discussion/Quiz | Slides/Videos |
| 9 | Justify | Discussion/Quiz | Slides/Videos |
| 10 | Distinguish | Discussion/Quiz | Slides/Videos |
| 11 | Validate | Discussion/Quiz | Slides/Videos |
| 12 | Define | Discussion/Quiz | Slides/Videos |
| 13 |  | Discussion/Quiz | Slides/Videos |
| 14 |  | Discussion/Quiz | Slides/Videos |
| 15 |  | Discussion/Quiz | Slides/Videos |
| 16 |  | Discussion/Quiz | Slides/Videos |

## Assignments

### Attendance and Participation

Add your text anywhere between this paragraph.

### Homework

Add your text anywhere between this paragraph.

### Discussions

**Example**: You are required to participate in the Discussion Board by posting each topic with one original post and at least two substantive responses to other participants. A substantive response includes constructive commentary on the content of the post with added material based on readings and own experiences (“I agree!” It is not enough).

### Quizzes

Add your text anywhere between this paragraph.

### Exams

Add your text anywhere between this paragraph.

### Testing Procedures

#### Proctoring Information

[delete this section if not applicable]

This course uses proctored online exams.

Kansas State University uses Honorlock, a proctoring solution for online exams. You will have location flexibility, and Honorlock is available 24 hours a day. Please review the information in your Canvas course about Honorlock and Proctoring. Honorlock is free of charge to K-State students.

Your instructor may allow an exception to use an in-person proctor. This is at the expense of the student. To request an in-person proctor please contact your instructor.

Please contact your instructor with further questions.

### Grading

Total points for each assignment and total points possible

The following grading distribution will be used: A= 90-100%, **B**=80-89%, **C**=70-79%, **D**=60-69%, **F**=59% and below.

#### Late or Missing Assignments and Make-up Policies

**Example**: There will be several assignments that are due by 11:59pm CST on the date listed. The purpose of these deadlines is to help you stay on track to complete all materials in a timely manner. If for any reason you are unable to complete the assignment on time, please contact me as soon as possible so that we can make arrangements for the completion of the work.

#### Extra Credit Options

Add your text anywhere between this paragraph

## Technology

### Technical Difficulties

K-State has technology recommendations including a [Technology Recommendations](https://www.k-state.edu/it/resources/buying/faqs.html) for success in online learning. If you have issues with your technology, please contact K-State's [IT Service Desk](https://www.k-state.edu/it/get-help/) for assistance (they are the technology experts). If you miss a deadline due to technological difficulties, [Submit a Ticket](https://www.k-state.edu/it/get-help/submit-ticket/), then exceptions may be made on a case-by-case basis. Phone: 785-532-7722 or toll free 1-800-865-6143.

### Other Technology Resources

* [Canvas](https://canvas.k-state.edu/info/help/)
* [Office 365 Help and Support](http://www.k-state.edu/its/office365/help/index.html)
* [Zoom](https://support.zoom.us/hc/en-us" \t "_blank)
* [Media Studio](https://guides.lib.k-state.edu/innovation-lab/media-studio)
* [K-State Libraries](http://www.lib.k-state.edu/)

## University Policies

### 1. [Academic Honesty](https://www.k-state.edu/provost/resources/teaching/course.html#academichonesty)

Kansas State University has an Honor and Integrity System based on personal integrity to assure that one's work on all assignments, examinations, or other course work is performed honestly and without unauthorized assistance.

### 2. [Students with Disabilities](https://www.k-state.edu/provost/resources/teaching/course.html#studentswithdisabilities)

Students with disabilities who need classroom accommodations (such as administration of course exams with extended time and/or distraction reduced environment or providing an alternate format of text materials), access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center and/or their instructor.

### 3. [Classroom Conduct](https://www.k-state.edu/provost/resources/teaching/course.html#classroomconduct)

All student activities in the University, including this course, are governed by the Student Judicial [Conduct Code](https://www.k-state.edu/sga/judicial/) as outlined in the Student Governing Association By Laws, Article V, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.

### 4. [Mutual Respect and Inclusion](https://www.k-state.edu/provost/resources/teaching/course.html#mutualrespectandinclusion)

At K-State, faculty and staff are committed to creating and maintaining an inclusive and supportive learning environment for students from diverse backgrounds and perspectives. If you feel uncomfortable in this class or experience bias or discrimination, there are resources available to you.

### 5. [Discrimination and Harassment](https://www.k-state.edu/provost/resources/teaching/course.html#discimination)

Instructors also have a duty to report any behavior they become aware of that potentially violates the University’s policy prohibiting discrimination, harassment, and sexual harassment.

## Additional Policies

### Artificial Intelligence

**Note to Instructor**: Please add language to your syllabus regarding your policies toward the use of AI tools in your course. Open communication about expectations and use are the best way to practice ethical use of AI tools and prevent unwanted use. AI statements can vary widely. The Center for Teaching and Learning has compiled [Sample AI Policy Language](https://www.k-state.edu/tlc/teaching_resources/ai_resources/Sample%20AI%20Policy%20Language.html) as examples to use or amend for inclusion within your syllabus.

### Copyright

© Copyright 20xx ([your name here]) as to this syllabus and all lectures. During this course students are prohibited from selling notes to or being paid for taking notes by any person or commercial firm without the express written permission of the professor teaching this course. In addition, students in this class are not authorized to provide class notes or other class-related materials to any other person or entity, other than sharing them directly with another student taking the class for purposes of studying, without prior written permission from the professor teaching this course.

### Academic Freedom

Kansas State University is a community of students, faculty, and staff who work together to discover new knowledge, create new ideas, and share the results of their scholarly inquiry with the wider public. Although new ideas or research results may be controversial or challenge established views, the health and growth of any society requires frank intellectual exchange. Academic freedom protects this type of free exchange and is thus essential to any university's mission.

Moreover, academic freedom supports collaborative work in the pursuit of truth and the dissemination of knowledge in an environment of inquiry, respectful debate, and professionalism. Academic freedom is not limited to the classroom or to scientific and scholarly research but extends to the life of the university as well as to larger social and political questions. It is the right and responsibility of the university community to engage with such issues.

### Weapons Policy

Kansas State University prohibits the possession of firearms, explosives, and other weapons on any University campus, with certain limited exceptions, including the lawful concealed carrying of handguns, as provided in [Kansas State University Weapons Policy](https://www.k-state.edu/police/weapons/index.html).

You are encouraged to take the online [Weapons Policy Training](https://kstate.qualtrics.com/jfe/form/SV_6zkoPaeDI6g9Sdf) module to ensure you understand the requirements of the policy, including the requirements related to concealed carrying of handguns on campus*.* Students possessing a concealed handgun on campus must be 21 years of age or older and otherwise lawfully eligible to carry. All carrying requirements of the policy must be observed in this class, including but not limited to the requirement that a concealed handgun be completely hidden from view, securely held in a holster that meets the specifications of the policy, carried without a chambered round of ammunition, and that any external safety be in the “on” position.

If an individual carries a concealed handgun in a personal carrier such as a backpack, purse, or handbag, the carrier must remain within the individual’s exclusive and uninterrupted control. This includes wearing the carrier with a strap, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

During this course, you will be required to engage in activities, such as (**INSERT YOUR EXAMPLE**), that may require you to separate from your belongings, and thus you should plan accordingly.

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and University policy. All reports of suspected violation of the weapons policy are made to the University Police Department by picking up any Emergency Campus Phone or by calling 785-532-6412.

### Campus Safety

Kansas State University is committed to providing a safe teaching and learning environment for students and faculty members. To enhance your safety in the unlikely case of a campus emergency make sure that you know where and how to quickly exit your classroom and how to follow any emergency directives. Current Campus Emergency Information is available on the [University's Advisory](https://www.k-state.edu/advisories/) webpage.

### Safe Zone

I am part of the SafeZone community network of trained K-State faculty/staff/students who are available to listen and support you. As a SafeZone Ally, I can help you connect with resources on campus to address problems you face that interfere with your academic success, particularly issues of sexual violence, hateful acts, or concerns faced by individuals due to sexual orientation/gender identity. My goal is to help you be successful and to maintain a safe and equitable campus.

### Student Resources

K-State has many resources to help contribute to student success. These resources include accommodations for academics, paying for college, student life, health and safety, and others found at [Your Online Guide to Student Success](https://www.k-state.edu/onestop/).

### Student Academic Creations

Student academic creations are subject to Kansas State University and Kansas Board of Regents Intellectual Property Policies. For courses in which students will be creating intellectual property, the K-State policy can be found at University Handbook, Appendix R: [Intellectual Property Policy and Institutional Procedures](https://www.k-state.edu/provost/universityhb/fhxr.html) (part I.E.). These policies address ownership and use of student academic creations.

### Mental Health

Your mental health and good relationships are vital to your overall well-being. Symptoms of mental health issues may include excessive sadness or worry, thoughts of death or self-harm, inability to concentrate, lack of motivation, or substance abuse. Although problems can occur anytime for anyone, you should pay extra attention to your mental health if you are feeling academic or financial stress, discrimination, or have experienced a traumatic event, such as loss of a friend or family member, sexual assault or other physical or emotional abuse.

If you are struggling with these issues, do not wait to seek assistance.

* [Kansas State University Counseling Services](https://www.k-state.edu/counseling/) offers free and confidential services to assist you to meet these challenges.
* [Lafene Health Center](https://www.k-state.edu/lafene) has specialized nurse practitioners to assist with mental health.
* [Office of Student Life](https://www.k-state.edu/studentlife/) can direct you to additional resources.
* [K-State Family Center](https://www.hhs.k-state.edu/familycenter/) offers individual, couple, and family counseling services on a sliding fee scale.
* [Center for Advocacy, Response, and Education](https://www.k-state.edu/care/) (CARE) provides free and confidential assistance for those in our K-State community who have been victimized by violence.

**Optional**: Language for Global Campus/K-State Online students

* K-State Online students have free access to mental health counseling with [TELUS Help Student Support](https://www.k-state.edu/lafene/well-being/telushealth/) - 24/7 support via chat and phone.
* The [Division of Academic Success and Student Affairs](https://www.k-state.edu/academic-success-student-affairs/) can direct you to additional resources.

### Unexcused Absences

K-State has a University [Excused Absence Policy](https://www.k-state.edu/provost/universityhb/fhsecf.html) (Section F62). Class absence(s) will be handled between the instructor and the student unless there are other university offices involved. For university excused absences, instructors shall provide the student the opportunity to make up missed assignments, activities, and/or attendance specific points that contribute to the course grade, unless they decide to excuse those missed assignments from the student’s course grade. Please see the policy for a complete list of university excused absences and how to obtain one. Students are encouraged to contact their instructor regarding their absences.