

# Course Syllabus: course name

College of Enter here

ABCD XXXX Section xx

Semester and Course dates

Note: Highlighted areas are for your benefit in this syllabus. Be sure to delete these areas once you are finished. You can add, delete or edit any of the categories or information in this template to fit the requirements of your courses. These are not required, only examples of categories. Be sure any information added has ADA compliance. After completion, save as PDF. All ADA compliance formatting will be saved.

## Contact Information

Instructor:

Enter Name

Office:

Enter office #

Office hours:

List office hours

Office phone:

(940) 397-4XXX

Cell Phone:

Optional

Twitter:

Optional

E-mail:

Enter email (must be web link)

## Course Description

Click here to enter text

## Textbook & Instructional Materials

Click here to enter text

## Study Hours and Tutoring Assistance

Click here to enter text

## Student Handbook

Refer to: [Student Handbook](https://msutexas.edu/student-life/_assets/files/handbook.pdf)

## Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual’s to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](https://msutexas.edu/student-life/conduct/)

## Moffett Library

Moffett Library provides resources and services to support student’s studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](https://msutexas.edu/library/get-started.php) to explore these resources and learn how to best utilize the library.

## Grading

Course Grade - List all graded assignments with their point value and or percentage of total grade. Letter Grade Scale indicate the overall points or % to letter grade scale for example 1270 to 1137 = A.

### Table 1: Points allocated to each assignment

You can change table information but will need to use table Tools if you add more columns or rows. Do not leave any blanks in table. Do not merge any cells in a table. Follow instructions listed under Course Schedule.

| Assignments | Points |
| --- | --- |
| Quizzes (10 at 35 pts each) | 350 |
| Homework | 100 |
| Discussions | 150 |
| Midterm Exam | 150 |
| Reflection Papers | 50 |
| Final Exam | 200 |
| Total Points | 1000 |

### Table 2: Total points for final grade.

| Grade | Points |
| --- | --- |
| A | 900 |
| B | 800 to 899 |
| C | 700 to 799 |
| D | 600 to 699 |
| F | Less than 600 |

## Homework

Use this area to describe your homework. Be sure to include how and when homework will be turned in.

## Quizzes

If you give quizzes, provide details such as how many, due dates, their point values or percentage of the overall grade, when they are scheduled, and whether or not they are timed. These will appear on the Course Schedule in more detail.

## Exams

Exam details should be provided: how many, their point values or percentage of the overall grade, when, and whether or not they are timed. These will appear on the Course Schedule in more detail.

## Projects Required

If there are projects required in your class, give details here. These will appear on the Course Schedule in more detail.

## Mid-Term Exam

Final exam details should be provided. Include point values or percentage of the overall grade, method of assessment, whether or not it will be timed, and date for final. This will appear on the Course Schedule in more detail.

## Final Exam

Final exam details should be provided. Include point values or percentage of the overall grade, method of assessment, whether or not it will be timed, and date for final. This will appear on the Course Schedule in more detail.

## Extra Credit

State whether or not you accept extra credit assignments.

## Late Work

State whether or not you will accept late work, and any conditions you stipulate.

## Make Up Work/Tests

State whether or not you will allow students to make up missed assignments and tests, and any conditions you stipulate.

## Important Dates

* Last day for term schedule changes
* :Click here to enter appropriate date. Check date on [Academic Calendar](https://msutexas.edu/registrar/calendars.php).
* Deadline to file for graduation
* : Click here to enter appropriate date. Check date on [Academic Calendar](https://msutexas.edu/registrar/calendars.php).
* Last Day to drop with a grade of “W:”
* Click here to enter appropriate date. Check date on [Academic Calendar](https://msutexas.edu/registrar/calendars.php).
* Refer to
* : [Drops, Withdrawals & Void](https://msutexas.edu/student-life/dean/withdrawal.php)

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](https://d2l.msutexas.edu/) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Attendance

Click here to edit text. Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student’s grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor’s records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

## Online Computer Requirements

Click here to edit text. Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **\**Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **\*Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into[D2L](https://d2l.msutexas.edu/)**.**

## Instructor Class Policies

Indicate here policies which apply to this class such as dress codes, attendance requirements particular to the program and or course, class etiquette expectations etc.

## Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a100% refund of applicable tuition and fees. Dates are published in the Schedule of Classeseach semester.

## Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](https://msutexas.edu/student-life/disability/).

## College Policies

### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](https://msutexas.edu/campus-carry/rules-policies.php)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](https://msutexas.edu/campus-carry/index).

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](https://msutexas.edu/police/msuready/active-shooter.php).  Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [*"Run. Hide. Fight."*](https://www.youtube.com/watch?v=5VcSwejU2D0)

## Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](https://msutexas.edu/registrar/catalog/)

\***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

## Course Schedule:

Use this area to tell the students what is scheduled for the duration of the class. Please note the disclaimer above and include that with your schedule. There can be no blanks in your table. You must put some kind of text in all the blanks such as: N/A or No content. (Use the same color text as background if you want to keep it uncluttered for your sighted learners). Tables must not extend to another page (cannot be wider than the page). If it is going to extend to next page, you will need to create another table with heading. You can use a dash (-) or “to” between dates, avoid using the @ sign unless in web address.

| Week or Module | Activities/Assignments/Exams | Due Date |
| --- | --- | --- |
| Week 1  9/18 to 9/24 | Detailed instructions on the Activities and Assignments | Clearly posted Due Dates |
| Week 2  9/25 to 10/6 |  |  |
| Week 3  10/7 to 10/13 |  |  |

**\*Important note:** Tables are already set up for compliance. If you wish to add another table, make sure do the correct compliance setup for tables which you can find in the [How To – Word Doc ADA Compliance PDF](https://msutexas.edu/distance/_assets/files/fully-ada-compliant/ada-compliant-word-doc-how-to-v3.pdf).