Course Syllabus Information Guide

How to Use this Document

The Tennessee Tech Standard Course Syllabus template provides instructors with a ready-to-use syllabus containing all the essential elements and Tennessee Tech policies that can be easily adapted to their course(s). The template includes components that support best practices in course design, delivery, and communication. The template is meant to serve as an outline for instructors to use as they build (develop) their own syllabus for their course(s). The template can be adjusted as needed to suit each course's needs.

Tips and Accessibility

Throughout this document, there are boxes with information to help you develop your syllabus. This information includes tips for course design, formatting, accessibility, and more. To delete these boxes, simply click the upper left-hand corner and press Backspace or Delete.

Tips are suggestions for instructors to consider as they build a syllabus

Tennessee Tech University
Name of Department
Course Number-Section and Course Title

Dates, Times, Classroom, Number of Credit Hours, Semester

Formatting is an important element in making your syllabus accessible. The Format option in your Microsoft Word toolbar provides helpful tools such as pre-formatted heading and normal font sizes that can also act as navigation guides for your document. The template is already formatted this way.

Instructor Information

[Provide multiple ways to contact you and a timeframe for expected responses. Include your preferred method of contact – office hours, drop-in visits, email, phone, etc.]

Instructor's Name

Office

Telephone Number

Campus Email

Consider offering a variety of ways for students to get in contact with you throughout the semester (i.e. virtual office hours through Teams, office hours by appointment, etc.).

Course Information

[The Course Information section of your syllabus should include all information relevant to your course that students may need in order to know which course they are enrolled in. This includes, at minimum, the Course Number, Title, Term, and Year.]

Each section on the template is explained in the [ ] below the section heading. These explanations can be changed or deleted as needed.

Prerequisites (if applicable)

Texts and References (Provide links to textbook materials and rationale for use. When available, use Open Educational Resources.)

Required
References (if applicable)

Course Welcome & Description

[The Course Welcome is a brief message welcoming students to the course. It should include, at least, the course name and number, your name, and a brief overview of the course.]

> Consider adding an online welcome video in your course in iLearn. You can use the Video Note tool or YuJa to record a brief welcome and introduction video for your students.

Course Objectives/Student Learning Outcomes

[Student learning outcomes/objectives are what you want the student to have learned by the end of the course. Objectives are standard-based and normally written in the format: The learner will (TLW) [action verb] [standard objective] by [assignments, assessments, projects, or other classroom activities].]

- o Example: TLW display correct use of punctuation by completing weekly writing assignments.

Major Teaching Methods

[Include method of delivery—online, hybrid, on-ground]

> iLearn can be a helpful tool for all modalities. iLearn can be used to post announcements, turn in assignments, facilitate class discussions, house student grades, store lecture recordings, and more.

Topics to be Covered and Course Schedule

[Provide due dates for all assignments and assessments that are specified and reinforced on the course calendar and instructions for submitting assignments on Tennessee Tech's Learning Management System (iLearn).]

> For accessibility, use the table feature in Word. Be sure to use the Table tools to mark each row's header as "Header Row."

Letter Grade	Grade Range
a	xx-xx
b	xx-xx
c	xx-xx
d	xx-xx
f	xx and below

Course Policies

Student Academic Misconduct Policy

Maintaining high standards of academic integrity in every class is critical to the reputation of Tennessee Tech, its students, alumni, and the employers of Tennessee Tech graduates. The student academic misconduct policy describes the definitions of academic misconduct and policies and procedures for addressing academic misconduct at Tennessee Tech. For details, view Tennessee Tech's policy 217 – student academic misconduct at policy central.

Attendance Policy

[Provide any additional information regarding your course attendance policy or attendance expectations.]

Students who are unable to attend class for an extended period of time due to an emergency/extenuating circumstance (i.e., medical illness, hospitalization, death in the family/bereavement, military or legal obligation), may contact the Office of the Vice President for Student Affairs at studentaffairs@tntech.edu to request an absence notification.

Class Participation

[Include expectations for interaction, etiquette, grade weighting, timing, and frequency of contributions, etc.]

Assignments and Related Policy

[Include information about late submissions and important details about the assignments. If it is timed, grade weighting, submission location, etc.]

Disability Accommodation

Students with a disability requiring accommodations should contact the accessible education center (AEC). An accommodation request (AR) should be completed as soon as possible, preferably by the end of the first week of the course. The AEC is located in the Roaden University Center, room 112; phone 931-372-6119. For details, view Tennessee Tech's policy 340 – services for students with disabilities at policy central.

Additional Resources

Technical Help

If you are experiencing technical problems, visit the myTech IT Helpdesk for assistance.

If you are having trouble with one of the instructional technologies (i.e. Zoom, Teams, Qualtrics, Respondus, or any technology listed here)visit the