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 support desk 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: [lastnamef@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 Topics

* Topic 1
* Topic 2
* Topic 3…

## Course Learning Objectives

The course objectives should be measureable 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:

# Course Requirements

## Required Materials

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

A list of software the student is required to purchase or download for the course, Real Player, Media Player, Acrobat Reader, Microsoft Office, Headphones, Microphone, Camera, etc.

Please see the [Technology for Digital Learning](https://apsu.edu/online/introduction/requirements.php) webpage 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.

# Participation, Assessments & Grading

## Class Participation

A statement that students must participate in all interactive aspects of the 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 events.

## 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 Examity, students can visit the [Examity Online Proctoring](https://apsu.edu/online/technology/online-proctoring.php) webpage.

## 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%.

## Assignments and Projects

Provide a sequenced list of assignments and projects arranged by course section or module

| Assignment | Points Possible |
| --- | --- |
| Discussion forums (total of # at # points each) | # |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
|  | # |
| 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.

# Course Expectations and Policies

## 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.

## Communication Policy

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 with Disabilities

Austin Peay State University abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments.

If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, communicate with me and Disability Services in Morgan University Center 114 on the Clarksville Campus, 931-221-6230, [sdrc@apsu.edu](mailto:sdrc@apsu.edu), so that reasonable accommodations may be arranged. For more information, please visit the [APSU Student Disability Services Resource Center](https://www.apsu.edu/disability/) website.

## Academic Honesty and Integrity

“Austin Peay State University strives to promote values and attitudes that are reflective of solid academic character and integrity.” All students are expected to complete their own work and conduct research and author assignments independently of others (unless specifically authorized to work together by your respective faculty).

Academic integrity is the cornerstone of your educational experience. “When students participate in behavior that is considered academic misconduct, the scholarly value of their education is diminished.”

Academic misconduct is defined as the following:

Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper attribution.

Cheating. Using or attempting to use unauthorized materials, information or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.

Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitation or Collusion**.** Assisting or attempting to assist another to violate a provision of the institution’s student code of conduct regarding academic misconduct.

Students should be aware that a violation of the University’s Academic Misconduct Policy can result in disciplinary action which could include failure for an assignment, failure for an entire course, probation, suspension or expulsion from the University. If students are not certain whether a practice would be considered academic misconduct they should always consult with their instructor.

# Technical Support

## APSU Information 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.

## Distance Education Support

For technical issues within your online/hybrid course, contact (931) 221-6625 or [online@apsu.edu](mailto:online@apsu.edu). Go to [Distance Education’s](http://apsu.edu/online) website for more information.

## Publisher Supplied Content

Place contact information including phone number and email addresses for external publishers (Pearson, McGrawHill Connect etc.) or other 3rd party (LiveText, iHuman, etc.) technical support here.

# Syllabus Changes

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.