# Course Designator and Number (example – ENGL 101)

Course Title

[Note: This document is formatted for ADA accessibility. *Example text* is provided; please adapt the example text to conform to your specific course. You may add additional components but must populate the headings provided in this template)

**Instructor Contact Information**

Instructor Name and Preferred Title:

Phone:

E-mail:

Office:

Office Hours:

GTA Name and Preferred Title:

GTA Contact information:

GTA Office:

GTA Office Hours:

**Class Time and Location**

Class Time:

Class Location:

## Semester: (example—Fall 2024)

[Start and ends dates for the course must be designated if the course timeframe falls outside traditional Fall, Spring, and Summer semesters.]

## Course Hours and Instructional Methods:

[Insert number of credit hours assigned to the course including explanation of instructional time expected for out-of-class student work per credit (see <https://policy.ku.edu/registrar/credit-hour>).]

[Please provide the course instructional mode that is published in the [Schedule of Classes](https://classes.ku.edu/), with context such as in-person class, hybrid classroom class, hybrid online class, online class (see [Instruction Mode Help Sheet](https://kansas.sharepoint.com/%3Ab%3A/t/our-resources/Ec_5gUTGeOtPiVGaV1cTkjoBr4wvxuiGH9PgVUlkTXGfNQ?e=4NP5JV)), lecture only, lecture and lab combination, seminar, studio, small-group activities or group projects, experiential or service-learning, in-class discussion, web-delivered content or assessment, etc. If a proctored or online exam is given for an online course, the due date and any cost to the student shall be noted.]

## Course Description

[Enter the description exactly how it appears in the [Academic Catalog](https://catalog.ku.edu/). Additional information (e.g., specific topics covered) may be provided along with the catalog description.]

## Learning Outcomes

[Course learning outcomes describe what the instructor plans to cover in the course. These may be mandated by the department and/or accrediting body and should be related to the Course Catalog description and the scheduled topics. Visit the [Center for Teaching Excellence](https://cte.ku.edu/teaching-resources) for resources about developing course-level learning outcomes.

For all KULC [KU Core Curriculum-](https://policy.ku.edu/provost/core-curriculum)certified courses, the syllabus must clearly state that status and must articulate the KU Core learning goal covered in the course and certified through the University Core Curriculum Committee (UCCC).]

*Example text:*

*After successful completion of this course, you will be able to:*

1. *Discuss how specific illness characteristics and treatments impact Health Related Quality of Life (QoL),*
2. *Explain how socio-ecological systems impact and are impacted by health and health behaviors,*
3. *Evaluate and apply peer-reviewed research to health-related concerns,*
4. *Apply empirically derived conceptual models of health promotion to a range of health behaviors, and,*
5. *Articulate how mental health professionals integrate with other health care professionals in a range of medical settings.*

## Course Materials

[Include any required texts and course materials. Include links when applicable. For all books, include the ISBN number and edition. Differentiate between required and optional textbooks. Materials may be organized in a variety of ways depending on the course.]

[If special tools or supplies are required, such as graphing calculators, etc., indicated their availability, e.g., must be purchased, obtained for library reserve, class handouts, etc.)

## Course Assignments and Requirements

[Include all course assignments, including extra-curricular activities, such as fieldtrips, clinical encounters, simulation activities (<https://policy.ku.edu/provost/field-trips>). Sample assignment descriptions are below provided. Insert any specialty accreditation requirements if applicable.]

### Evaluation Criteria and Grading Scale

[Adhere to USRR II, Section 3. Include a statement that a course evaluation will be available to students through an end-of-semester Student Survey of Teaching, if applicable. The following statement may be used: ]

**Student Survey of Teaching**

[Syllabus must note that a course evaluation will be available to students, if applicable.]

*Example Text:*

*You will have multiple opportunities to provide feedback on your experience in this course. Suggestions and constructive criticism are encouraged throughout the course and may be particularly valuable early in the semester. To that end, I will use mid-semester surveys and/or reflection assignments to gather input on what is working well and what could be improved. You will also be asked to complete an end-of-semester, online Student Survey of Teaching, which could inform modifications to this course (and other courses that I teach) in the future.*

**Grading**

[Syllabus must include the course evaluation criteria and grading scale.]

*Example text*

*All grades will be posted on Canvas. You are strongly encouraged to check your scores in Canvas regularly. A final letter grade will be assigned based on percentages.*

| *Assignment Weights* | *Percent* |
| --- | --- |
| *Class Participation* | *20%* |
| *Quizzes*  | *20%* |
| *Critical Essay* | *20%* |
| *Response Paper* | *10%* |
| *Midterm Exam* | *10%* |
| *Final* | *20%* |
| *Total* | *100%* |

*Discussion Board (10 @ 10 points each) - 100 points*

*Quizzes (5 @ 20 points each) - 100 points*

*Analysis Paper (1 @ 100 points) -150 points*

*Hands-on Project (1 @ 400 points) - 400 points*

*Final Exam (1 @ 250 points) - 250 points*

***Total Points - 1000 points***

*90-100% = 900 – 1000 points = A*

*80-89% = 800 – 899 points = B*

*70-79% = 700 – 799 points = C*

*60-69% = 600 – 699 points = D*

*Below 60% = 0 – 599 points = F*

**Grading Scale**

*89.5% - 100% = A*

*84.5% - 89.4% = B+*

*79.5% - 84.4% = B*

*74.5% - 79.4% = C+*

*69.5% - 74.4% = C*

*64.5% - 69.4% = D+*

*59.5% - 64.4% = D*

*0% - 59.4% = F*

### Incomplete Grades

You may assigned an 'I' (Incomplete) grade if you are unable to complete some portion of the assigned course work because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. An Incomplete grade is not intended to give you additional time to complete course assignments or extra credit unless there is indication that the specified circumstances prevented you from completing course assignments on time.

### Attendance Policy

[Reference or use the [University Excused Absences](https://policy.ku.edu/governance/USRR#art2sect1) policy (USRR 2.2.1).]

## Academic Success

[At a minimum please provide the Student Resources Page on the Academic Success Website-- <https://academicsuccess.ku.edu/student-resources-0>. Alternatively, create a tab in Canvas that includes all policies and refer students to the tab here.]

*Example text*

*In addition to any polices and resources noted above, the* [*KU Academic Success Student Resources*](https://academicsuccess.ku.edu/student-resources-0) *website provides links to KU Policies and Resources pertaining to academic misconduct, grading polices, harassment and discrimination, diversity and inclusion, mandatory reporting, equal opportunity and affirmative action, and student rights and responsibilities. Please visit the site to familiarize yourself with these policies and resources. If you have questions or concerns about any of these policies, statements, or resources, please let me know, or contact Student Affairs directly.*

## Course Schedule

[Please provide a detailed list of assignments, readings, exams, quizzes, etc. in logical units in a weekly/daily schedule, including assignment due dates and exam dates. Can be appended as a separate calendar].

| **Week** | **Date** | **Topic** | **Assignment** | **Due Today** |
| --- | --- | --- | --- | --- |
| First Day of Classes [insert date] |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  | Labor Day—No Classes Monday  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  | Fall Break-No classes M/T |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
| **12** |  |  |  |  |
| **13** |  | Thanksgiving—No class W, Th, F |  |  |
| **14** |  |  |  |  |
| **15** |  | Last Week of Classes |  |  |
| **16** |  | Finals Week |  |  |