Tennessee Tech University

Name of Department

Course Number-Section and Course Title

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

|  |
| --- |
| [Remove before publishing]  NOTE: This is a syllabus template with accessibility features such as heading styles and effectively formatted tables. Please edit the fields below and remove this table before sharing with your students. The Desktop View of Word provides the most options for editing this document and ensuring it remains accessible. For additional information on how to utilize this template, please review the TnTech Syllabus Information Guide. |

# 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

# Course Information

Prerequisites [if applicable]

Texts and Resources

[Provide links to textbook materials and rationale for use. When available, use [Open Educational Resources](https://www.oercommons.org/).]

Course Welcome and Description

[Provide a brief welcome and description of your course.]

Course Objectives/Student Learning Outcomes

[Link course objectives to assignments and assessments.]

Major Teaching Methods

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

Special Instructional Platform/Materials [e.g. laptop, etc.]

# Topics to be Covered

Topics to be covered…

Topics to be covered…

Topics to be covered…

[NOTE: If you need two columns, type your content and then select the content to divide into columns and choose the layout tab above – columns—two. Do not tab over or use spaces; screen readers will ignore the additional information.]

# 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 (D2L/iLearn).

# Grading and Evaluation Procedures

[Provide grading criteria for all major course projects and links to grading rubrics that are specified and reinforced within the Gradebook in Tennessee Tech’s Learning Management system (D2L/iLearn).]

Grading Scale [if applicable]

Table 1: Overview of grade range

| Letter Grade | Grade Range |
| --- | --- |
| A | xx-xx |
| B | xx-xx |
| C | xx-xx |
| D | xx-xx |
| F | xx and below |

# Course Policies

## Student Academic Integrity Policy

Maintaining high standards of academic integrity in every class is critical to the reputation of Tennessee Tech, its students, faculty, alumni, and the employers of Tennessee Tech graduates. Academic integrity is at the foundation of the educational process and the key to student success. Students with academic integrity are committed to honesty, ethical behavior, and avoiding violations of academic integrity. All students are required to read and understand Policy 216: Student Academic Integrity. Please see the Academic Integrity website (<https://www.tntech.edu/provost/academicintegrity/>) for more information.

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 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](mailto: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.]

## Instructional and Assignment Use of Artificial Intelligence

[Include Generative AI Use syllabus statement from the options listed on the [Center for Innovation in Teaching and Learning website](https://www.tntech.edu/citl/ai-syllabus-statements.php) in accordance with [University Policy 220](https://tntech.navexone.com/content/dotNet/documents/?docid=1478&app=pt&source=browse): Instructional and Assignment Use of Artificial Intelligence.]

# 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](https://tntech.policytech.com/docview/?docid=1131&public=true).

# Additional Resources

## Technical Help

If you are experiencing technical problems, visit the [myTech IT Helpdesk](https://its.tntech.edu/display/MON/Help+Desk) for assistance.

If you are having trouble with one of the instructional technologies (i.e. Zoom, Teams, Qualtrics, Respondus, or any technology listed [here](https://www.tntech.edu/citl/tech-services/index.php))visit the [Center for Innovation in Teaching and Learning](https://www.tntech.edu/citl/index.php) (CITL) website or call 931-372-3675 for assistance.

## Tutoring

The university provides free tutoring to all Tennessee Tech students through the Learning Center within the Volpe Library. Tutoring is available for any class or subject, as well as writing, test prep, study skills, and resume support. Appointments are scheduled, so contact the [Learning Center website](https://www.tntech.edu/library/learning-center.php) for more information.

## Counseling and Health Services Tennessee Tech offers support for student well-being through two key services. The Center for Counseling and Mental Health Wellness provides brief, solution-focused therapy to help students navigate personal and social challenges. Health Services delivers accessible, high-quality, and affordable medical care to promote overall wellness. Visit their respective websites to learn more or schedule an appointment.

## Emergency Preparedness Protocols

Each student must take personal responsibility for following any University protocol related to pandemics, natural disasters, and other public health and safety events. Students are expected to follow all directives published by Tennessee Tech on its [Environmental Health & Safety webpage](https://www.tntech.edu/safety/emergency-preparedness.php)..