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 for their course.

For additional course design and syllabus tips, contact the Center for Innovation in Teaching and Learning (CITL) and schedule a consultation.

Accessibility recommendations will appear in boxes with the magnifying glass next to them, like this.

For additional assistance with making sure your course is inaccessible, you can visit the Accessible Education Center website or schedule a consultation with the Center for Innovation in Teaching and Learning (CITL).

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."

- Example of Course Schedule

Unit/Module	Topic	Activities
Unit 1 **Dates Unit is Available** **Basic Description of Unit(can add learning outcomes to this instead)**	Add topic(s) Add Learning Outcomes	Break down of activities for the unit. (ex. Readings, individual assignments, group work, formative and summative assessments, etc.)

- Example 2 of Course Schedule

Week	Topic	Activities
Week 1 **Dates Unit is Available** **Basic Description of Week (can add learning outcomes to this instead)**	Add topic(s) Add Learning Outcomes	Break down of activities for the week. (ex. Readings, individual assignments, group work, formative and summative assessments, etc.)

Course Requirements

- Texts/Resources/Materials [Provide the information, including links, and rationale for use for textbooks, resources, or other materials required for the course.]
- Computer Requirements [Include specifics about browsers, operating systems, and any additional software needed for the course. Try to only use freeware, open-source, or Tennessee Tech-supported software for your courses. You can provide information about software available through Tennessee Tech in this section as well.]
- Required Equipment [If equipment such as a personal computer, webcam, headphones with a microphone, or specific calculators are needed for the course, provide that information in this section, including links if available.]
- Course Resources
- Technical Support [myTECH IT Helpdesk, Center for Innovation in Teaching and Learning]

Grading and Evaluation Procedures

[Provide grading criteria for all major course projects and links to grading rubrics.]

Grading Scale [if applicable]

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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 key to student success. Students with academic integrity are committed to honesty, ethical behavior, and avoiding academic integrity violations. All students must 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 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 [Center for Innovation in Teaching and Learning](#) (CITL) website or call 931-372-3675 for assistance.

For accessibility information and statements for our instructional technologies, visit the [CITL's Learner Success Resource page.](#)

Tutoring

The university provides free tutoring to all Tennessee Tech students. 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](#) for more information.

Health and Wellness

Counseling Center

The Counseling Center offers brief, short-term, solution-focused therapeutic interventions for Tennessee Tech University students. The staff of the Counseling Center is available to assist students with their personal and social concerns in hopes of helping them achieve satisfying educational and life experiences. To learn more or schedule an appointment, visit the [Counseling Center website](#).

Health Services

Health Services offers high-quality, affordable care that is accessible and promotes the health and wellness of our Tennessee Tech community. Visit the [Health Services](#) website to learn more.

Pandemic Protocols

Each student must take personal responsibility for knowing and following any University protocol related to pandemics and other public health events. Students are expected to follow all directives published by Tennessee Tech on its official webpage. As conditions related to the COVID-19 pandemic change, the University's COVID-19 protocols are also likely to change. Students are expected to monitor the University's official webpage to stay up to date on public health protocols.