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. Once you have taken into account the information, you can delete those boxes. To delete them, select the two table cells, then right click > delete > delete row.

	Tips are suggestions for instructors to consider as they build a syllabus for their course. They will appear in a yellow box, like this. 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 purple boxes with the accessibility icon, like this. For additional assistance with making sure your course is accessible, you can visit the Course Accessibility Resources page or schedule a consultation with the Center for Innovation in Teaching and Learning (CITL).
	Reminders or recommendations for your **D2L iLearn course shell** will appear in yellow boxes, like this. D2L can be used to post announcements, turn in assignments, facilitate class discussions, house student grades, store lecture recordings, and more.

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 headings and normal font sizes that can also act as navigation guides for your document. The template is already formatted this way.

If you do "ctrl + F", a side-panel will open on the left. Click on the "Headings" tab to see how the document is organized.

You can change the default name of your course shell in D2L/iLearn to match the name of your course (in *Course Offering Information*). You can customize your course shell banner by changing the image or the text in the banner to something that fits your subject.

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, Q&A Discussion within D2L, 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 Resources

[Provide links to textbook materials and rationale for use. When available, use Open Educational Resources.]

Active links to all electronic resources can be added within D2L course shell.

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 a welcome video in your course in D2L. You can use the Video Note tool or YuJa to record a brief welcome and introduction video for your students.

Consider creating a "Welcome" announcement in your course shell, welcoming students and directing them to "content".

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]

Special Instructional Platform/Materials

[e.g. laptop, etc.]

Provide active links to all platforms or material in the D2L course shell, as well as tutorials on how to use those resources if need be (e.g.: "how to register and join the course on Quizlet").

Topics to be Covered

Topic 1 to be covered…

Topic 2 to be covered…

Topic 3 to be covered…

If you need two columns for the topics to be covered, type your content and then select the content to divide into columns and choose the *layout* tab above, then "*columns*" and "*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).]

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

In D2L/iLearn, organize your course content into modules and make sure your content has start date, due dates, and/or end date so that it appears in the course calendar.

- 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 | Breakdown 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	Breakdown of activities for the week.
(ex. Readings, individual assignments, group work, formative and summative assessments, etc.)

Grading and Evaluation Procedures

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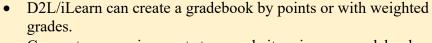
Grading Scale

[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

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

- D2L/iLearn can create a gradebook by points or with weighted grades.
- Connect your assignments to a grade item in your gradebook
- Create a grading rubric for each assignment to help you grade and for students to see how they will be graded.

If you need help with D2L/iLearn, check the D2L/iLearn support page for faculty or schedule a consultation with the Center for Innovation in Teaching and Learning (CITL).

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 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 in accordance with University Policy 220: Instructional and Assignment Use of Artificial Intelligence.]

Consider scheduling a consultation with the Center for Innovation in Teaching and Learning (CITL) to learn how to integrate AI in your course.

Disability Accommodation

Students with a disability requiring accommodation 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.

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 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. To learn more or schedule an appointment, visit the Center for Counseling and Mental Health Wellness website.

Health Services delivers accessible, high-quality, and affordable medical care to promote overall wellness. Visit the Health Services website to learn more or schedule an appointment.

Emergency Preparedness Protocol

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.

Don't forget!

- ➢ Upload your syllabus on iLearn for the students to see.
- ➢ Set up your gradebook in iLearn (weighted grades or by points)
- ➢ Check that the iLearn Calendar shows all the assignments. If not, check the settings for the problematic assignments.

If you need help with iLearn, check the CITL iLearn help page for faculty or schedule a consultation with the Center for Innovation in Teaching and Learning (CITL).