WCU SAMPLE SYLLABUS

Version 1.11.21



Suggestions are listed below in [brackets].

College of [enter College]

Department of [enter department]

Course Number and Title

[Quote, slogan, thought-provoking picture, etc.].

[Semester/Year / Class location / Class Meeting day(s) & time(s)]

INSTRUCTOR INFORMATION

# Instructor:

# Campus Office/Office hours:

[Omit if you teach remotely or do not have a campus office. Remote office hour information can be added here as well.]

email:

[Include electronic mail preferences.]

# Phone Contacts:

[Enter office phone number. You may want to enter department office contact information for students to use in case of an emergency.]

# Course Support:

[If you might have a Teaching Assistant or other support for learning such as identification of the librarian assigned to the subject area for the course. Change the title for this topic, as appropriate.]

COURSE AIMS AND OBJECTIVES

# Aims:

[Thinking from the prospective students’ point of view, what general outcomes is the course designed to achieve? How will it contribute to them professionally? Optional: Brief statement of teaching philosophy.]

# Specific Learning Objectives (Required):

By the end of this course, students will:

* Objective 1
* Objective 2
* Objective 3, etc.

Advice: [Using active verbs, list as specifically as possible the learning outcomes the course is intended to produce. It is helpful here to think about the kinds of evidence you will need to assess the students’ learning as your objectives should drive your assessment and grading. Your goal should be 3-5 outcomes for a normal 3-credit hour class. For more assistance: <http://www.wcu.edu/learn/faculty/coulter-faculty-commons/teaching-and-learning/syllabus-resources.aspx>]

# Liberal Studies Learning Goals (Required if your course is part of the Liberal Studies Program):

[Choose no more than three of the following outcomes for your course. Please be sure to choose the most relevant outcomes for the content you teach. If you have questions, contact Jen Schiff, Director of Liberal Studies Assessment at jsschiff@wcu.edu]

This course satisfies the [e.g. P3 Perspective] requirement of the Liberal Studies Program. [note that a different P number may need to be listed…depending on which outcomes you choose]

Objective: Inquiry

Outcome #1: Students will formulate focused questions and hypotheses that address appropriately the topic at hand, as well as identify and explain a method of inquiry.

Objective: Information Literacy

Outcome #2: Students will identify appropriate information sources and evaluate critically the credibility of those sources for relevance, legitimacy, and bias.

Objective: Critical Thinking

Outcome #3: Students will evaluate evidence, context, and multiple perspectives as a means of analyzing complex issues.

Objective: Problem Solving

Outcome #4: Students will apply appropriate disciplinary methodologies to answer questions and propose solutions to problems within the human and natural worlds.

Objective: Means of Expression

Outcome #5: Students will craft written and/or oral communication demonstrating organization, clarity, logic, and skill for various audiences.

Objective: Awareness of Self

Outcome #6: Students will recognize behaviors and define choices that affect their lifelong well-being.

Objective: Awareness of Others

Outcome #7: Students will examine critically various cultures through historical and contemporary contexts at the local, national, and/or global levels.

Objective: Awareness of Impact

Outcome #8: Students will evaluate the impact of their own and others’ actions on the human and natural worlds.

Please note that student work from this class may be used for assessment of the Liberal Studies program.

COURSE MATERIALS

# Required:

[Enter required materials. Enter book titles in appropriate citation style, adding ISBNs, include price when possible. Detail if part of the Rental book program. If using Library Reserve, add reserve call numbers.]

# Background/supplemental readings:

[Describe how readings should be accessed.]

# Technology:

[Note if students will need to use technology to complete coursework. If technology will be used during regular class sessions, announce what type of technology will be needed and when]

# Additional, Materials, Equipment or Skills:

[List any additional materials such as lab or safety equipment, art supplies, calculators, computers, drafting materials, MS Word, Excel, or others students will need.]

# Accessing Media:

[Describe how to access the media you are using in the course.]

GRADING

[Indicate your grading scale and describe your grading criteria (a narrative description of what constitutes exemplary/satisfactory/unsatisfactory work). WCU uses a +/- grading system for undergraduate courses. (Please refer to WCU Faculty Handbook 5.12 or the WCU Academic Catalog for further guidance.) You should also indicate relative weight/points of all major assignments, and primary methods of assessment. It is a good idea to indicate how the grading/assessment meets the course objectives / SLOs / outcomes stated above.  Listing the outcome number from above assists students in seeing how specific actions match student learning outcomes.  If more rows are needed: using Word, select the bottom row, click layout on the ribbon at the top of the screen, then you will see the insert below button.]

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| **Module/Week/Date** | **Assignment** | **Points/Weight** | **Connected to Outcome Number…** |
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| **Grade** | **Interpretation** |
| A+ | Excellent |
| A | Excellent |
| A- |  |
| B+ |  |
| B | Good |
| B- |  |
| C+ |  |
| C | Satisfactory |
| C- |  |
| D+ |  |
| D | Poor |
| D- |  |
| F | Failure |
| WF | Withdrew/Failing |

The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F indicate gradations in quality from Excellent to Failure. Please note that a C- grade is less than satisfactory and may not meet particular program and/or course requirements.

Students must be familiar with the class attendance, withdrawal, and drop-add policies and procedures.

Other Grades:

I Incomplete

IP In Progress

S Satisfactory

U Unsatisfactory

W Withdrawal

AU Audit

NC No Credit

FACULTY EXPECTATIONS OF STUDENTS/COURSE POLICIES

# Civil Discourse at Western Carolina:

Consistent with WCU’s core values and our campus creed, the WCU community accepts the freedoms and responsibilities of our shared community. WCU encourages all to clearly express their own views while at the same time seeking to understand the varieties of style, identity, and opinion that are held in any diverse community. In order for us to sustain a learning environment that promotes and values freedom of expression, we have a shared charge to accept personal responsibility for our actions, reactions, and speech, while seeking to learn from the actions, reactions, and speech of others.

# Classroom Expectations:

The shared learning space of the college classroom is built on respect for each other and each other’s learning. Learning together means our actions can intentionally and unintentionally distract others from their learning goals. As responsible learners who respect the rights of others and vow to minimize avoidable distractions such as: non-academic technology use, coming in late, sleeping, off-topic discussions, doing other homework, eating, etc.

# Attendance:

[Describe expectations for attendance in your course, including how it can positively/negatively impact a student’s grade, required attendance outside of class time (field trips, service projects, etc.)]

# Timely Submissions:

[Explain policies for late work, missing homework, missed deadlines, make-up opportunities, how to request extensions for assignments or report illnesses that cause delays, delayed grades, and any issues related to timely completion of course activities.]

# Expectations for Submitting Required Work:

[Describe expectations for submitting required work—generally when are assignments due (before class, by midnight) and how will they be submitted (paper, via blackboard)?]

# Technology:

[Include guidelines on technology usage, any specific technology skills or abilities necessary for successful completion of the course. Will certain technology be banned? Will technology be allowed always or sometimes? Will some technology be encouraged or required?]

# Respondus LockDown Browser:

[If you will be requiring the use of LockDown Browser for one or more exams in your course, you must include an explanation of how the system works in your syllabus or online course orientation materials. Here is some sample language that you can use and/or modify.   
**Note**: If using the LockDown Browser exclusively, use the text in the left column below. If, on the other hand, you will be using the Webcam (Monitor) in conjunction with the LockDown Browser, use the text in the right column below. Delete the text you do not need.]

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| **LockDown Browser Requirement** This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:  <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>  **Download Instructions** Download and install LockDown Browser from this link:  <https://download.respondus.com/lockdown/download.php?id=238914434>  **Once Installed**   * Start LockDown Browser * Log into Blackboard Learn * Navigate to the test   Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.  **Guidelines** When taking an online test, follow these guidelines:   * [If testing is to occur at a designated location, such as a testing center, add those instructions here.] * [If applicable] Select a location where you won't be interrupted * Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it * Turn off all mobile devices, phones, etc. and don't have them within reach * Clear your area of all external materials - books, papers, other computers, or devices * Remain at your desk or workstation for the duration of the test * LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted   **Getting Help** Several resources are available if you encounter problems with LockDown Browser:   * The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area * [As applicable, insert information about your institution's help desk, including details about how to contact them. Some help desks want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.] * Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product * If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it | **LockDown Browser + Webcam Requirement** This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.  Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.  <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>  **Download Instructions** Download and install LockDown Browser from this link:  <https://download.respondus.com/lockdown/download.php?id=238914434>  **Once Installed**   * Start LockDown Browser * Log into Blackboard Learn * Navigate to the test   Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.  **Guidelines** When taking an online test, follow these guidelines:   * Ensure you're in a location where you won't be interrupted * Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach * Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it * Clear your desk or workspace of all external materials not permitted - books, papers, other devices * Remain at your computer for the duration of the test * If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam * To produce a good webcam video, do the following:   + Avoid wearing baseball caps or hats with brims   + Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move   + If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete   + Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window) * Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted   **Getting Help** Several resources are available if you encounter problems with LockDown Browser:   * The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area * [As applicable, insert information about your institution's help desk, including details about how to contact them. Some help desks want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.] * Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product * If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it |

# SafeAssign Tool:

All written work submitted for this class is eligible for submission to the SafeAssign tool at the instructor’s discretion.

STUDENT RESOURCES

# Writing and Learning Commons (WaLC):

The Writing and Learning Commons (WaLC), located in BELK 207, provides free course tutoring,

writing tutoring, supplemental instruction (SI) sessions, academic skills consultations, international student consultations, and online writing and learning resources for all students. To view schedules and make appointments for any of these services, visit <http://tutoring.wcu.edu/> or call 828-227-2274.

# Tutoring for Distance Students:

For distance students (including students at Biltmore Park) who cannot attend tutoring sessions in the Writing and Learning Commons (WaLC) or the WCU Math Tutoring Center, tutoring support is available through Brainfuse HelpNow: <https://www.wcu.edu/apply/distance-online-programs/current-students/tutoring-support.aspx>

# Math Tutoring Center:

The Mathematics Tutoring Center (MTC) in Killian Annex 214 provides tutoring for math courses and math-related content across the curriculum, workshops on study skills specific to math courses, and graduate and professional exam preparation resources. **Until the COVID-19 Social Distancing order is rescinded, all MTC tutoring will be done online**. For more information, including directions on how to set up online appointments, please visit <http://mtc.wcu.edu/> or contact us at 828–227–3830.

# Hunter Library:

Hunter Library provides students with online access to books, scholarly articles, news articles, videos, and other sources. The print collection is available for home delivery in summer, 2020. Search the library’s holdings and get personal assistance via chat at <http://www.wcu.edu/hunter-library> or find discipline-specific guides and assistance at <http://researchguides.wcu.edu/>

# Blackboard Support:

The learning management system for this class is Blackboard and can be found at <http://wcu.blackboard.com>

Additional help with Blackboard can be found at <http://help.wcu.edu> , (828) 227-7487 or by visiting the Technology Commons located on the ground floor of the Hunter Library.

# Academic Toolbox:

The Academic Toolbox is available in all WCU courses via the course Blackboard site. It can be found in the left-hand side column. The Academic Toolbox contains information and contact information for nearly all of the resources needed by WCU students, including but not limited to: technology assistance, academic services, student support, co-curricular programs and university policies.

# Academic Calendar (Required)

This includes dates for all breaks, university closures, final exams, etc. The academic calendar can be found at <http://www.wcu.edu/learn/academic-calendar.aspx>

# Final Exam (Required)

The university final exam schedule can be found at

<http://www.wcu.edu/learn/academic-services/registrars-office/>

# Course Evaluation:

[Note about online course evaluations.]

Tips for Success (Advice from previous students)

[Share strategies for students to be successful in this course.]

# Syllabus Updates

[Add a note on updates, such as the statement below.]

This syllabus, along with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course objectives and students will receive notification of such changes. Students will be notified of changes and are responsible for attending to such changes or modifications as distributed by the instructor or posted to Blackboard.

# Mentoring and Persistence to Success (MAPS)

Mentoring and Persistence to Success (MAPS) provides support to students who are first-generation (neither parent has a four-year degree), low-income, financially independent (emancipated youth, homeless or without consistent residence, or aged out of foster care), or those who have participated in the Academic Success Program (ASP) or Catamount Gap. For those who enroll, MAPS provides a variety of services, including academic advising, mentoring, and personal and social coaching. You may contact MAPS at (828) 227-7127 or email maps@wcu.edu for more information. MAPS is located in 205 Killian Annex.

INSTITUTIONAL POLICIES

# Statement for Wearing Masks

As the WCU Community Creed articulates, members of the WCU community are expected to live by high standards of academic and personal integrity and embrace their responsibility as members of the Catamount community. In recognition of this responsibility, and in response to the best available science and current guidance from the Centers for Disease Control and Prevention, all students, as well as faculty and staff, must wear a mask (or other acceptable cloth face-covering) that covers their nose and mouth while in classrooms or in public spaces on campus in Cullowhee, as well as at our instructional site at Biltmore Park, and locations in Cherokee and Highlands. Students who do not have a mask or appropriate face covering on will be asked to leave the classroom and will only be permitted to return when they follow this basic public health recommendation; see below for specific guidance.

Students who do not have masks can obtain them at the locations, below:

Hinds University Center - Main Information Desk (2nd floor)

Hunter Library - Circulation Desk (main entrance)

Belk Building – College of Engineering and Technology Dean’s Office (Room 161)

Health and Human Sciences Building – College of Health and Human Sciences Dean’s Office (Room 201)

Biltmore Park Instructional Site – 3rd floor Information Desk

The mask/face covering requirement for students is an expectation of our student code of conduct and violations are subject to code of conduct proceedings and disciplinary action. Faculty and staff will communicate with the Department of Student Community Ethics regarding students who do not honor the requirement.

# Community Vision for Inclusive Excellence Statement: (Required)

The diverse perspectives encountered at WCU are an important part of the preparation of students for roles as regional, national, and global leaders who contribute to the improvement of society. It is expected that members of the WCU community will not only coexist with those who are different from themselves, but also nurture respect and appreciation of those differences. We encourage civil discourse as a part of the learning enterprise, and as a campus we do not tolerate harassing or discriminating behavior that seeks to marginalize or demean members of our community.

# Course Recording and Broadcasting:

Students may make visual or audio recordings (Recording) of any class related content, using any approved recording device (e.g., smart phone, computer, digital recorder, etc.) upon the prior permission of the instructor and subject to the following restriction(s). The Recording, along with the video capture of visible course materials (e.g., visible PowerPoint slides and/or visible lecture notes), shall be limited to the student’s personal, course related, educational use and shall be subject to all applicable copyright laws and institutional policies. The student may not transfer, transmit, or otherwise disseminate the Recording to any third party, including classmates, without the permission of the instructor. Any violation of these restrictions, or any other restriction verbally communicated by the instructor, may subject the student to the provisions of the WCU Academic Integrity Policy, the WCU Code of Student Conduct or both.

Meetings of this course may be broadcast and/or recorded. Broadcasting and recording are intended to complement the classroom experience. Instructors may broadcast and/or record courses for pedagogical use, student reference, to meet the accommodation needs of students with a documented disability, or any other reason deemed appropriate by WCU and/or the instructor.

Any recording of class that includes the image or voice of a student, or reference to the student’s name, would be considered FERPA. Thus, protected. If faculty intend on making the recording available for future viewing (any viewing that is not live) will require a waiver by each student. The waivers may be collected by email or as a Blackboard discussion board post or assignment with the following statement attached: By sending this email (by replying to this discussion board, by completing this electronic form – any use of WCU official identity verification) and typing my name below I acknowledge I have read and fully understand the terms of the VIDEO CONSENT AND RELEASE FORM FOR CLASS RECORDING and hereby release the University as stated in the Form.

 If a student refuses to sign the waiver, then their likeness may not be included in any video made available. In other words, they would need to be excluded from video and not allowed to ask questions. If this happens faculty would be able to grade consistent with syllabi. In other words, the faculty member has the right to penalize the student by lowering their grade for not participating. The faculty member is also free to create alternative assignments at his or her discretion.

Course recordings will be available to students registered for the course pursuant to applicable university policy and instructor preference. All broadcasts and recordings are limited to personal, course related, educational use and may not be transmitted, transferred, distributed, sold, or posted on social media outlets without the written permission of the instructor. Unauthorized transmission, transfer, distribution, sale or posting of the broadcast and/or recording for any purpose other than the student's personal, course related, educational use is not permitted. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded materials.

If the Lockdown Browser and Monitor are being used, it is necessary that the instructor have both a syllabus statement and a waiver on file.

Any course recordings for purposes beyond the normal conduct of a course (promotional videos, videos related to a governed research project, etc.) will require an additional waiver and appropriate approval (such as IRB approval).

[University Policy 122](https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-122.aspx)

For a more detailed version of when a waiver might be needed see:

[Policy Considerations of Classroom Technology Use](https://doitnews.wcu.edu/2020/07/policy-considerations-of-classroom-tech-use/)

# Accommodations for Students with Disabilities: (Required)

Accommodations for Students with Disabilities: Western Carolina University is committed to providing equal educational opportunities for students with disabilities. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Office of Accessibility Resources located in Killian Annex or call 828-227-2716. For additional information, visit [go.wcu.edu/oar](http://go.wcu.edu/oar)

Note that any content entered directly into Blackboard is accessible with common accessibility software and hardware and that Students can use the Ally icon beside any additional faculty content to attempt to create accessible alternatives for common attached documents.

# Academic Integrity Policy and Reporting Process: (Required)

This policy addresses academic integrity violations of undergraduate and graduate students.

Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of the Academic Integrity Policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community. While academic in scope, any violation of this policy is by nature, a violation of the Code of Student Conduct (Code) and will be addressed as outlined in that document. If the charge occurs close to the end of an academic semester or term or in the event of the reasonable need of either party for additional time to gather information timelines may be extended at the discretion of the appropriate academic Dean.

General:

This policy addresses academic integrity violations of undergraduate and graduate students. Students, faculty, staff, and administrators of Western Carolina University (WCU) strive to achieve the highest standards of scholarship and integrity. Any violation of this policy is a serious offense because it threatens the quality of scholarship and undermines the integrity of the community.

Instructors have the right to determine the appropriate academic sanctions for violations of the Academic Integrity Policy within their courses, up to and including a final grade of “F” in the course in which the violation occurs.

Definitions:

1. *Cheating* – Using, or attempting to use, unauthorized materials, information, or study aids in any academic exercise.
2. *Fabrication* – Creating and/or falsifying information or citation in any academic exercise.
3. *Plagiarism* – Representing the words or ideas of someone else as one’s own in any academic exercise.
4. *Self-plagiarism*- Reusing work that you have already published or submitted for a class. It can involve re-submitting an entire paper, copying, paraphrasing passages from your previous work, or recycling old data.
5. *Facilitation* – Helping or attempting to help someone to commit a violation of the Academic Integrity Policy in any academic exercise (e.g., allowing another person to copy information during an examination).

# Undergraduate and Graduate Academic Integrity Process:

Additional information is available on the Student Success website under Student Community Ethics: <http://www.wcu.edu/experience/dean-of-students/academic-integrity.aspx>