K-State Course Syllabus Template

This template was developed by the Instructional Design team at the Center for Academic Innovation. If you have any questions about this syllabus template or need support with your course design, please don’t hesitate to contact us at [idteam@ksu.edu](mailto:idteam@ksu.edu). To learn more about our services, please visit the [Instructional Design Website](https://k-state.edu/instructional-design).

*(Last Updated: 12.20.2024)*

# Instructions for Using This Syllabus

Remove all instruction content on this first page.

Update [highlighted text] with your course information. Be sure to remove the highlighting before sharing your syllabus.

Customize as needed. Feel free to tailor the sample instructions to align with your preferred tone and adapt the content to meet the specific needs of your course (e.g., remove proctoring information if it’s not applicable).

It is recommended that you maintain the heading structure of this document. This template uses three heading levels (Heading 1, Heading 2, Heading 3) to structure your syllabus. To apply these in Microsoft Word, go to the "Home" tab, locate the "Styles" menu, and select the appropriate heading style.

Visit [K-State Course Syllabi Statements](https://www.k-state.edu/provost/policies-resources/classroom-policies-teaching-resources/course-syllabi-statements/) to find the most up-to-date syllabi policy statements. Include all required statements in your syllabus. Since this page is regularly updated, double-check to ensure you’re including the latest version in your syllabus.

# Resources

[K-State Course Syllabi Statements](https://www.k-state.edu/provost/policies-resources/classroom-policies-teaching-resources/course-syllabi-statements/)

[Creating Accessible Word Documents](https://canvas.k-state.edu/info/accessibility/documents.html)

[Sample AI Policy Language](https://www.k-state.edu/tlc/teaching_resources/ai_resources/Sample%20AI%20Policy%20Language.html)

[Instructional Design Services](https://www.k-state.edu/academic-affairs/academic-innovation-center/program-management/instructional-design/)

[Teaching and Learning Center](https://www.k-state.edu/tlc/about/)

[Mindful Returns Toolkit by Teaching and Learning Center](https://www.k-state.edu/tlc/teaching_resources/mindfulreturns/)

[Mediasite Help & Training](https://www.k-state.edu/mediasite/help/)

[Canvas FAQs](https://canvas.k-state.edu/info/faq.html)

[Accessibility Checklist](https://www.k-state.edu/academic-affairs/academic-innovation-center/program-management/instructional-design/building-courses/Accessibility-Checklist.doc)

[Online Course Checklist](https://www.k-state.edu/academic-affairs/academic-innovation-center/program-management/instructional-design/building-courses/Online-Course-Checklist.pdf)

Course Syllabus

## Course Title (e.g., ENGL 100: Expository Writing I)

[Credit Hours]

[Semester and Year of Offering]

[Class Meeting Days and Times]

[Class Meeting Location]

# Instructor Contact Information

## About the Instructor

**Name:** [Full name and preferred title]

**Department:** [insert department]

**Phone:** [insert office/phone number]

**Email:** [your @ksu.edu email]

## A Little About Me

[a brief introduction about your background, expertise, and interests relevant to the class]

## Communication

**Preferred Method of Contact:** [insert your preferred method, such as email, in-course messaging, phone].

**Response Time:** I typically respond [insert response time, such as "within 48 hours for email," "within 48 hours for in-course communication"].

**Office hours:** I have set aside time to visit with you from [insert times of the day] (Central Time) on [insert days of the week]. You are welcome to come in person to [insert campus office location]. Please feel free to call me; we can also arrange a Zoom discussion if you let me know 24 hours ahead of time. You can send me an email with the details of your questions, as well as your contact information and the best times to reach you.

Please keep in mind that if you have technical questions, it is best to contact [IT services](https://www.k-state.edu/it/) at 785-532-7722 or [submit a ticket](https://support.ksu.edu/TDClient/30/Portal/Home/).

# Course Description

## Course Description

[insert official course description]

## Course Overview

This course will [insert a general overview and tips for success].

## Course Goals and Learning Outcomes

This course will provide knowledge of [insert course goals].

By the end of this course, you will be able to:

[insert learning outcome 1]

[insert learning outcome 2]

[insert learning outcome 3]

## Course Prerequisites

[insert prerequisites, if applicable]

## Required Textbooks and Equipment

[insert all required textbooks (including ISBN numbers) and other technology or equipment]

## Course Content Disclosure

[insert and customize the following, if applicable]

Upon reviewing the course syllabus, you will see that our course covers content that may be emotionally difficult. These topics include, but are not limited to, [insert topics]. Your engagement with these topics may take the form of assigned readings and/or videos, class discussions, and/or assignments. Please understand that the inclusion of such content in this course is not meant to cause you distress, but rather to expand your knowledge of these topics and how they manifest in the world around us. Your understanding of these topics is integral to achieving the following student learning outcomes: [insert outcomes]. However, I understand that everyone has a different limit. If you find yourself being pushed near one of your limits with a topic, please contact me to discuss any concerns. Please also be aware of campus resources that are available to support you as a student.

# Grading Policy

## Grading

[insert explanation of points for each assignment, total points for the course, and an explanation of your grading scale based on points/letter grade/percentage]

## Late or Missing Assignment Policy

[insert your late of missing assignment policy (the following can be used or modified)]

Assignments are due by 11:59 p.m. Central Time on the date listed. The purpose of these deadlines is to help you stay on track to complete all materials in a timely manner. If, for any reason you are unable to complete the assignment on time, please contact me by email as soon as possible so that we can make arrangements for the completion of the work.

## Make-up Work

[insert policy on make-up work, if applicable]

## Extra Credit Options

[insert extra credit details, if applicable]

# Technology Requirements

## Technology

K-State has technology recommendations, including a [computer buying guide](https://www.k-state.edu/it/resources/teaching-learning/buying/) for success in online learning.

Canvas will work best in the Google Chrome browser. If you choose to use another browser, please make sure your course materials function within that system. You may need to confirm that your browser, java, and pdf reader are all updated to the latest version.

## Technical Difficulties

The K-State IT Service Desk is there to assist you with questions regarding the technology used for your course.

Phone: 785-532-7722 or toll-free 1-800-865-6143

[Remote chat and support](https://help.ksu.edu/)

[Submit a ticket](https://support.ksu.edu/TDClient/30/Portal/Home/)

If you have issues with your technology, please contact them first, they are the technology experts. If you miss a deadline due to technical difficulties, make sure it is documented through communication with the IT Service Desk, then exceptions may be made on a case-by-case basis.

## K-State E-mail Account

All students are required to have an active K-State e-mail account. During this course, it is your responsibility to check your K-State e-mail account multiple times each day.

## Other Technology Resources:

[Office 365 Help and Support](http://www.k-state.edu/its/office365/help/index.html" \o "website for Office 365 help and support" \t "_blank)

[Zoom](https://www.k-state.edu/it/resources/communications-training/zoom/)

[Media Center](https://www.k-state.edu/its/media/" \o "Media Development Center website" \t "_blank)

[K-State Libraries](https://www.k-state.edu/its/media/" \o "Media Development Center website" \t "_blank" HYPERLINK "http://www.lib.k-state.edu/" \o "K-State Libraries website" \t "_blank)

[Canvas Help](http://www.lib.k-state.edu/" \o "K-State Libraries website" \t "_blank" HYPERLINK "https://canvas.k-state.edu/info/help/" \o "K-State Online website" \t "_blank)

# Course Expectations

## What you can expect of me

[Revise this section as needed. An example statement is provided below.]

I will communicate with you through the tools within this Canvas course. During the work week, I will respond to messages directed to me within 24 hours. I will review communication over the weekend, but I will respond on Monday to most situations. If you need to reach me by email, please use the subject line: Your Name, Course Name/Number, Topic. Please allow a full 24 hours before emailing me again about the same question or issue, and on Monday for inquiries sent over the weekend.

I will work to foster community through discussions, individualized feedback, etc.

I will post grades within three days of the final due date of the assignment unless otherwise stated.

## What I expect of you

[Revise this section as needed. An example statement is provided below.]

Expect to spend between [insert time range] hours a week with this course. You must log in frequently, if not daily. It is important to log in early in the week so that you understand what is expected and have time to ask questions. I expect you to ask questions if something is unclear.

## Netiquette

Rules of style or Netiquette (network etiquette) are expected by communicating through class e-mail lists, message boards, and discussion rooms. These are the guidelines we will follow in this course.

### 1. Stick to the topic of discussion and its purpose.

Use the subject line to announce your topic. Often, busy people will only open messages that have creative subject lines.

Use only one topic per message.

Get to the point. A limit of one page (screen) per message is ideal.

Do not post advertisements (called spamming) or chain letters to the class discussion.

### 2. Use courtesy and common sense in all electronic communications.

Consider what you write, as it is a permanent record and can be retrieved easily.

Class discussions are confidential. Do not share or forward others’ email without permission.

When responding to a message, do not quote back an entire message. Delete the excess (snip) and make your comments at the very top before starting the quotes.

DON’T TYPE IN ALL CAPS. This is hard to read and is considered shouting.

Avoid sarcasm, as it is easily misunderstood.

Avoid correcting others’ grammar, punctuation, and spelling unless it is necessary to clarify the discussion.

Avoid flaming. A flame is an abusive, harassing, or bigoted message that attacks an author of a message.

Respect the opinions of others and be sensitive to the diverse nature of people in the class. Keep in mind that although you cannot see other members on the list, you can show respect for individual differences.

### 3. Check posting guidelines

Professors will have different requirements for posting. Make sure that you check the guidelines for each course, so you adequately show a “presence” in the course.

Make sure your post is substantive; simply replying “I agree” will not be considered a strong contribution to the discussion.

Check discussions frequently and respond on the subject.

Focus on one subject per post.

Cite all quotes, references, and sources.

# Course Schedule

| MODULES or DATE(S) | LEARNING OBJECTIVES – (after each module, you will be able to) | LEARNINGACTIVITIES/ASSESSMENTS | REQUIRED RESOURCES |
| --- | --- | --- | --- |
| **Module 1:** | [module learning objectives] | [activities with applicable due dates/times] | Read:  Watch:  Other: |
| **Module 2:** |  |  |  |
| **Module 3:** |  |  |  |
| **Module 4:** |  |  |  |

# Assignments

## Assignments Overview

[insert an overview of each type of assignment along with expectations, points awarded, etc.]

[All coursework (e.g., assignments, projects, and papers) is available on our Canvas course, and you will submit all coursework there as well.] To stay informed about upcoming assignments and exams, we recommend setting up Canvas notifications (see [guide](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-manage-my-Canvas-notification-settings/ta-p/615326) here). Additionally, please check the [Canvas course calendar](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-use-the-Calendar/ta-p/617613) regularly to stay updated on course deadlines and events. [insert additional information]

## Discussions

[customize or delete if not applicable] You are required to participate in discussions by posting to each topic with one original post and at least two substantive responses to other participants. A substantive response includes constructive commentary on the content of the post with added material based on readings and own experiences (“I agree!” is not enough).

## Testing Procedures

[delete if not applicable – avoid high stakes exams and consider [alternative assessments](https://www.k-state.edu/keepteaching/proctored-exams.html) when possible]

### Proctoring Information

[delete this section if not applicable - Honorlock also provides [sample syllabi statements](https://honorlock.kb.help/honorlock-suggested-syllabus-verbiage/) that you may which to include]

[This course uses proctored online exams.

Kansas State University uses Honorlock, a proctoring solution for online exams. You will have location flexibility, and Honorlock is available 24 hours a day. Please review the information in your Canvas course about Honorlock and Proctoring. Honorlock is free of charge to K-State students.]

[Your instructor may allow an exception to use an in-person proctor. This is at the expense of the student. To request an in-person proctor please contact your instructor.]

[Please contact your instructor with further questions.]

# Policy Statements

## Use of AI in this Course

[Please add language to your syllabus regarding your policies toward AI tools. If the use of AI varies by assignment, please consider including an additional statement of AI use (1 – 2 sentences suffice) to each assignment.

Examples of syllabus statements with varying stances on AI use can be found on the [Sample AI Policy Language Page](https://www.k-state.edu/tlc/teaching_resources/ai_resources/Sample%20AI%20Policy%20Language.html). You may select and customize the statements to align with your instructional approach. Please note, certain use of AI tools can have a significant positive impact for students with various accessibility needs.]

## [Copy and Paste Required Policy Statements]

[Insert the most current required course syllabi statements (and optional statements of your choosing) by copying and pasting from the [Office of the Provost website](https://www.k-state.edu/provost/policies-resources/classroom-policies-teaching-resources/course-syllabi-statements/).   
  
When copying and pasting from the website, the heading styles might not transfer correctly. Please reformat the syllabus properly after pasting.]