**Instructor: Personalize your syllabus as appropriate and remove instructions in RED. This template is required for all WSU courses.**



# Course Number, Title, Semester, Year

* Instructor:
* Department:
* Office Location:
* Telephone:
* Email:
* Preferred Method of Contact:
* Student Office Hours:
* Classroom Day/Time:
* Prerequisites:
* Teaching Assistant:
* TA Contact:

## How to use this syllabus

This syllabus provides you with information specific to this course, and it also provides information about important university policies. This document should be viewed as a course overview; it is not a contract and is subject to change as the semester evolves. *[Indicate if any course changes will be made and how they will be communicated to the student( e.g. Blackboard, e-mail, and/or handouts in class]*

**Student Office Hours**

*The language below is just a suggestion and should be changed to reflect your own policies if they are different.*

My student office hours are listed on page one of the course syllabus. Please utilize this time to meet with me for course related discussions: asking for extra help, seeking further clarification of material presented in class, and follow up on aspects of the class they are interested in. These hours are not required for the course, but are available to help support you on your path to success.

## Course Description

*[Insert catalog description. If further information is desired, include after the catalog description.]*

### **Definition of a Credit Hour**

*Example for 3 credit hour class*: Success in this 3 credit hour course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction and preparation/studying or course related activities for a total of 135 hours.

*Go to*[*4.08 / Definition and Assignment of Credit Hours*](https://www.wichita.edu/about/policy/ch_04/ch4_08.php)*for the policy and examples for different types of courses and credit hour offerings.*

## Measurable Student Learning Outcomes

*When writing learning outcomes, focus on student behavior and use simple, specific action verbs to describe what students are expected to demonstrate. In addition to indicating what learners will know and be able to do upon the successful completion of a course, well-crafted learning outcomes are also the touchstones guiding the rest of the course development process. Bloom’s taxonomy provides a strong framework for writing learning outcomes, with action verbs that are measurable. Example:* [*Taxonomies of Learning | Derek Bok Center, Harvard University*](https://bokcenter.harvard.edu/taxonomies-learning)

*The choice of course materials, assignments or activities, and assessments should all reflect the learning objectives. Measurable learning outcomes are required in all types of courses, i.e., traditional classroom, online, labs, directed study, independent study, special topics, thesis, dissertation, etc.*

***Example****:*

*Upon successful completion of this course, the student will be able to:*

* *Apply principles of evidence-based medicine to determine clinical diagnoses.*
* *Articulate cultural and socioeconomic differences among different populations.*
* *Use technology effectively in the delivery of instruction, assessment, and professional development.*
* *Critically evaluate research articles.*

*Note: If a course is at the 500 or 600 level, there must be two sets of learning outcomes, one at the undergraduate and the other at the graduate level.*

## Required Texts/Readings Textbook

*(Book citation, where to buy the book.)*

*(WSU Open/Alternative Textbook (OAT), information on how to access the material)*

## Other Readings

*(Articles, web pages, etc., and where to get them.)*

## Other Equipment/Materials/Proctored Exams

*(Software, supplies, etc., and where to get them.)*

*(Example for online classes):* *Online students are required to have complete access to a functioning laptop or PC with internet capabilities. This laptop or computer must have Microsoft Word. If you do not have Microsoft Word on your PC or Laptop, Wichita State does provide free access to Microsoft Office 365 for students. Follow the instructions below to get Microsoft Office:*

*1. Log in to* [*MyWSU*](https://mywsu.wichita.edu/index.html)

*2. Click on Office 365 located on the “Home” tab*

*3. Follow the Office 365 wizard instructions*

*Before you begin your coursework, ensure that your computer meets technical standards (software, computer equipment, general skills, program management skills, communication skills, and managing your WSU e-mail) for use in online courses:* [*https://www.wichita.edu/services/mrc/elearning/online\_orientation/ComputerSkillsPreparation.php*](https://www.wichita.edu/services/mrc/elearning/online_orientation/ComputerSkillsPreparation.php)

*(Example for Proctored Exams): This course requires proctoring for the following exam(s):*

*[Insert exam type(s), e.g. Midterm, Final, etc.]*

*Please be advised of the following concerning virtual proctoring:*

* *Live proctored exams are paid to Examity directly by the student. The costs range*

*between $11-17 depending on the length of the exam.*

* *Automatically proctored exams (Honorlock) are paid for by the university.*
* *Avoid testing in personal spaces such as bedrooms or other sensitive locations,*

*however, testing will need to be in a quiet and secluded area.*

* *The information collected by the online proctoring solution includes: name, email,*

*digital signature, challenge questions, ID image, room environment, as well as full*

*access to webcam video, audio, computer desktop environment, and credit card*

*details for live exams).*

* *You may cover up sensitive information on your official ID, leaving name and*

*image only showing.*

* *For those wanting to remove online proctoring browser plugins once the exam is*

*completed please see this link from Examity.*

* *If you have any technical issues with Examity, contact them for 24/7 support.*
* *Approved alternatives to virtual proctoring are listed below.*

*The following proctoring alternatives are available:*

1. ***In-person group proctored exams*** *administered by WSU faculty/staff with* ***no***

***fee***

* + *[exam type, date and time, place]*
  + *[exam type, date and time, place]*

1. ***WSU Testing*** *– limited in-person proctoring with a* ***minimal fee.*** *If you want to*

*use this option, contact me so I can arrange to have the exam proctored there.*

1. ***Approved in-person off-campus proctor*** *– Please contact me, and I will*

*determine if I will give permission for an individual or an authorized testing center*

*to proctor your exams in person.* ***Test fees and available times will vary*** *by*

*location if using an authorized testing center. Examples could include other faculty*

*or teachers, librarians, clergy, armed services service center staff, etc.*

1. ***Faculty-led remote 1:1 proctoring*** *– Using web conferencing services, I may*

*choose to proctor individual students 1:1 with* ***no fee****. You will be allowed to*

*protect the privacy of your location, like with other virtual proctoring.*

*[The suggested syllabus language above is recommended if your course will require*

*proctored exams. The following alternative language below may be used in place of*

*the language above if proctored exams will not be required (or are not believed to be*

*required) in your course:*

*For more information and requirements for using proctoring, please see*

*https://wichita.edu/onlineproctoring.]*

## Class Protocol, Conduct, and Decorum

*(Expectations for attendance, workload, participation, arrival times, civility, studying for the course, cell phone use, etc.)*

In this course, all students are expected to contribute to a learning environment that is respectful and conducive to the free exchange of ideas. Respect for one another's identities, perspectives, and contributions is essential to our academic community.

Students are expected to engage with peers, instructors, and course material in a manner that reflects professionalism and mutual respect. This includes:

* Using respectful language at all times.
* Listening actively and allowing others to speak without interruption.
* Engaging in dialogue that values differing viewpoints without personal attacks or derogatory remarks.

Unprofessional conduct, e.g. off topic activities, may affect your grade or even your academic career. Be respectful at all times. Students demonstrating confrontational, disruptive, or threatening behavior may be asked to leave the classroom immediately and may not be allowed to return to the classroom for the remainder of the class period. Consequences of this behavior may also include (and are not limited to): Suspension from class for a minimum of one additional class period and report or referral to the WSU police department, Student Conduct and the WSU Care Team.

## *(Suggested for online courses)*

*Though this is an online class, participation is still crucial. "Participation" involves reading the assignments thoroughly, reading any handouts provided for the week, watching all videos (including update videos I add throughout the semester), contributing to class discussions, and completing online assignments. To be successful in this class, you should be checking your student email daily and logging in to our course at least 3 times a week.*

## Contact Policy

*The language below is just a suggestion and should be changed to reflect your own policies if they are different.*

Although you may attempt to reach me by phone, email communication is always preferred. Feel free to email me any questions or concerns following these guidelines:

* Always use the course name in the subject line of the email
* Remember to sign your name.
* **Always** email me from your WSU email address. Email sent from personal email servers like Gmail, Yahoo, etc., have a tendency to end up in my spam folder, and I never see them. You may also email me through Blackboard via the Email My Instructor tab. I also offer an Ask My Instructor forum on Blackboard which allows common questions to be seen and responded to publicly.
* You should NOT contact me for tech support.
  + Any technical problems involving your computer, or issues regarding file uploading or sharing, should go through the Blackboard Support. You can contact them at 316-978-3909. You can also fill out a request for help form at their website: <https://wichita.edu/BbSupport>
  + However, if you have a problem with access or uploading assignments, you *should* let me know before your assignment is due. You will also have to accompany this notification with the file in question, so I can verify that it is completed by the due date/time.

## Response Time

**To Email and Ask My Instructor Questions:**

*(note the time frame in which you will respond to student emails and if there are times when you may respond slower or faster)*

**Feedback on Assignments:**

*(explain your response time for grading/giving feedback on assignments and if this is different for different types of assignments)*

## Academic Integrity

Students at Wichita State University are expected to uphold high academic standards. WSU will not tolerate a lack of academic integrity. Students are responsible for knowing and following the [Student Academic Integrity Policy 2.17](https://www.wichita.edu/about/policy/ch_02/ch2_17.php) (<https://www.wichita.edu/about/policy/ch_02/ch2_17.php>).

When the faculty member determines sanctions are warranted for violations of academic integrity, regardless of severity, the faculty member must report the infraction to the Office of Student Conduct and Community Standards. If you need more information about the process or wish to appeal a decision, please visit <https://www.wichita.edu/about/student_conduct/ai.php>

**Unauthorized Use of Generative AI**

Please note in particular that *Unauthorized Use or Possession of Materials or Resources* (Policy 2.17, item IV.B.2) includes unauthorized use of generative AI like ChatGPT or GPT4. In this course, all use of generative AI is prohibited except as may be specified in assignment instructions. Any student suspected of unauthorized use of generative AI may be asked to demonstrate their mastery of the assignment learning outcomes in an alternate format, such as a verbal interview or an additional problem set, before a determination is made as to whether an academic integrity violation report is warranted.

*[Be sure to specify the penalties associated with violations of academic integrity. If your department or college has a policy that would be followed in the course, either specify it or insert a link.]*

**Sexual Harassment, Discrimination and Retaliation**

Wichita State University is committed to creating a safe and healthy environment for all of our community members. This includes the elimination of sexual misconduct, relationship violence, and stalking within the University community. These incidents may interfere with or limit an individual's ability to benefit from or fully participate in the University's educational programs.

Students are asked to immediately report incidents to the University Police Department, (316) 978-3450 or students may contact the Title IX Coordinator at (316) 978-5177 or submit a report to the Office of Civil Rights, Title IX & ADA Compliance at [Office of Civil Rights, Title IX & ADA Compliance (CTAC) Report Form (maxient.com)](https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout_id=8).

Students may also report incidents to an instructor, faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling and Psychological Services (316) 978-3440 or Student Health Services (316) 978-3620.

Sexual assault prevention training is required of all students, faculty and staff. These

trainings, in addition to being highly interactive and engaging, are based in research

around the best practices for healthy communities. Students will need to complete this

training in the fall semester before being able to enroll for the spring. For more

information regarding the training, visit the CTAC website at: https://www.wichita.edu/administration/ctac/training.php.

## Students with Disabilities

A disability is something that affects a major life activity. These life activities include but are not limited to, learning, walking, breathing, hearing, and seeing, in addition to many other physical, sensory functions, and psychological disabilities.

If you are a student with a disability or believe you might have a disability, which requires accommodations, please contact the Office of Student Accommodations and Testing (OSAT) at <https://www.wichita.edu/services/accommodations/index.php> to discuss reasonable and appropriate accommodations and eligibility requirements. It is the University’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability OSAT will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. For example, adaptions of teaching methods, class materials or testing may be made on a case-by-case basis if warranted, as required by the Americans with Disabilities Act (ADA). All information and documentation of your disability is confidential and will not be released by OSAT without your written permission.

The Office of Student Accommodations and Testing (OSAT) is located in the Shocker Success Center, room 118, (316) 978-3309 (voice/tty) (316-854-3032 videophone). Students seeking an accommodation must complete the online application at:

<https://hunter.accessiblelearning.com/Wichita/ApplicationStudent.aspx>.

## Prohibition on Discrimination

Wichita State University is committed to being a welcoming campus for all students, staff and faculty. [Wichita State University Policy 3.06 / Sexual Harassment, Discrimination and Retaliation for Employees, Students and Visitors](https://www.wichita.edu/about/policy/ch_03/ch3_06.php) prohibits discrimination on the basis of federal and state protected categories. Retaliation against an individual filing or cooperating in a complaint process is also prohibited.

Students from all diverse backgrounds and perspectives are welcome in this course and the diversity that students bring to this course should be viewed as a resource, strength, and benefit. All materials and activities are presented with the intent to be respectful of all students regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, or culture. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

Complaints or concerns related to alleged discrimination may be directed to the Office of Civil Rights, Title IX & ADA Compliance (CTAC), Wichita State University, 316-978-3187, [ctac@wichita.edu](mailto:ctac@wichita.edu).

**Names & Pronouns**

As a diverse and inclusive campus community, Wichita State University recognizes that its students may identify themselves by names within the campus community that are different from their legal names. A student’s name within the community may be either their legal name or a chosen first/middle name used with their legal last name. Students should adhere to the Class Protocol, Conduct and Decorum expectations as set forth in this syllabus. A student may choose how they identify by name or their pronouns and such choices should be respected in the classroom.

For information about chosen names, students should visit [www.wichita.edu/name](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wichita.edu%2Fname&data=05%7C01%7Ckarla.jordan%40wichita.edu%7C0a3c522b892e43278c5f08db94388006%7Ce05b6b3f19804b248637580771f44dee%7C1%7C0%7C638266742603191645%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GhjLRnu4Taxokz%2BlWpd3vSpaktvc9oVa13llcs%2B8z4E%3D&reserved=0). To provide preferred pronouns, click on “View and Update Personal Information” link in the Student Tools channel on the myWSU Home tab. Use the “Edit” buttons to update information.

***For Instructors: [Class rosters can be viewed/printed in three ways:****Banner Faculty/Advisor Self-Service link on Teach/Advise tab in myWSU – displays chosen name (if submitted by student); will display pronouns after an upgrade later this fall. RO00015-Class List report in Registrar-Faculty folder in WSU Reporting – displays both chosen name and pronoun (if submitted by the student). Blackboard LMS – displays both chosen name and pronoun (if submitted by the student).]*

## Syllabus Policies and Student Resources

All students should familiarize themselves with the course-related policies and student resources that can be found at: [www.wichita.edu/syllabuspolicies](http://www.wichita.edu/syllabuspolicies)

These include:

* [Important Academic Dates](https://www.wichita.edu/services/registrar/academic_calendar.php)
* Video and Audio recording
* Shocker Alert System
* Intellectual Property
* CARE Team
* Counseling and Prevention Services
* The Office of the Student Advocate
* Academic Appeals
* Student Health Services
* Heskett Center and Campus Recreation
* First Generation Students
* Tobacco Free Campus

## Grading Scale

WSU uses a +/- grading scale for final grades and to calculate grade point averages. In this class, grades are assigned according to the following chart. (Other classes might assign grades differently: Be sure to understand the different grading scales in all your classes.) (*Note: the chart below is a sample that may be used*).

| **Points/Percentage** | **Letter Grade** | **Grade Points** | **Interpretation** |
| --- | --- | --- | --- |
|  | A | 4.00 | A range denotes excellent performance |
|  | A- | 3.70 |  |
|  | B+ | 3.30 |  |
|  | B | 3.00 | B range denotes good performance |
|  | B- | 2.70 |  |
|  | C+ | 2.30 |  |
|  | C | 2.00 | C range denotes satisfactory performance |
|  | C- | 1.70 |  |
|  | D+ | 1.30 |  |
|  | D | 1.00 | D range denotes unsatisfactory performance |
|  | D- | 0.70 |  |
|  | F | 0.00 |  |

## Assignments

*(List of assignments, values toward final grades, dates due. If a course is at the* ***500 or 600 level****, there must be a differentiation between undergraduate and graduate assignments matched to the learning outcomes.)*

## Late Assignments

*(Can they still get any credit?)*

## Missed Assignments and Exams

*(Required Documentation, contact before the exam, etc.)*

## Undergraduate vs. Graduate Credit *(for 700 level courses*)

Undergraduate students enrolled in 700 level courses will receive undergraduate credit (not graduate credit) unless they have a previously approved senior rule application or dual/accelerated enrollment form on file in the Graduate School. Undergraduate credit earned in 700 level courses cannot later be counted toward a graduate degree.

## Extra Credit

*(Is it available? How?)*

## Tentative Schedule

|  |  |  |
| --- | --- | --- |
| Week | Date | Topics, Readings, Assignments, Deadlines |
|  |  |  |
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|  |  |  |
| Final |  |  |

### **Concealed Carry Policy**

The Kansas Legislature has legalized concealed carry on public university campuses. Guns must be out of view, concealed either on the body of the carrier, or backpack, purse or bag that remains under the immediate control of the carrier.

Gun owners must familiarize themselves with WSU policy [11.19 / Weapons on University Property](https://www.wichita.edu/about/policy/ch_11/ch11_19.php) and the [Kansas Board of Regent’s weapons policy](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#weapons). If you believe that there has been a violation of these policies, please contact the University Police Department at (316) 978-3450.

*(The language below is applicable to lab courses or other courses where student belongings are unattended and out of immediate control)*

***Concealed Carry for lab courses or other courses where student belongings are unattended and out of immediate control:*** *Under the Concealed Carry Policy, a backpack or other bag used to carry a handgun must be within the immediate control of the individual. This course requires students to leave belongings such as backpacks or other bags out of reach and unattended for the duration of class time. Students who choose to carry a concealed handgun in a backpack or other bag must plan each day accordingly and are responsible for making alternate arrangements as necessary. Wichita State does not provide publicly available secure storage for concealed handguns.*