# How to Use This Sample Syllabus Template

DELETE THE FIRST THREE INSTRUCTION PAGES AFTER UPDATING YOUR SYLLABUS

TEXT HIGHLIGHTED IN *GRAY* IS PROVIDED FOR YOUR CONVENIENCE AND CAN BE REPLACED WITH YOUR OWN WORDING, AS APPROPRIATE.

Use any font or font size you’d like, and add or rearrange the content to meet your needs.

Please remove the first three instruction pages and any irrelevant information once you finish updating your syllabus. Modify the footer information if you plan to include it.

## Key Components of the Sample Syllabus

Some sections in this syllabus are suggested sample language only. However, MSU-N instructors are REQUIRED by the CBA to include learning outcomes, student responsibilities, and specific criteria for grading. You should also include the title and ISBN number of any required textbooks. Check with your chair for additional department-specific recommendations or templates.

### Course Description

* 1. Insert a verbatim course catalog description from [*www.msun.edu/registrar/catalogs.aspx*](http://www.msun.edu/registrar/catalogs.aspx)
  2. Indicate any course prerequisites. Consider providing an additional “Course Purpose” section with information about what type of course it is (e.g. lab, studio, discussion-based seminar, multidisciplinary, etc.) and the purpose of the course in your own words.
  3. Course title, number, and section, days and times taught, location of class, semester and year course is being taught, Professor’s contact information including email. You may want to indicate your preferred mode of communication (email, phone, etc.) and how soon you can expect a reply.
  4. Office hours, days and location

### Course Objectives

* 1. For existing courses, objectives/outcomes have already been determined and approved. Check with your college chair for the most recent syllabus or curriculum committee documentation. Also see [*ccn.mus.edu/search*](http://ccn.mus.edu/search) for guidance. Objectives should describe the knowledge and skills your students will be able to demonstrate as a result of successfully completing the course.

### Required Texts and Materials

* 1. Required textbooks, including title, author, edition, ISBN number, and whether or not access codes for online publisher resources are required.
  2. Students often buy used textbooks, which usually don’t include publisher online access codes. If you use online publisher platforms, make sure students know they need those codes.
  3. Other required materials or equipment — lab notebook, specific calculator, etc.
  4. A note about where to obtain these materials and a note about any electronically available content posted on Brightspace, etc.

### Brightspace

* 1. If you plan on using Brightspace for any course activities or administration, you should specify what it will be used for and what you expect students to do in Brightspace.
  2. Include directions for accessing Brightspace: [*www.msunonline.org*](http://www.msunonline.org) or through the student portal on the MSU-N website.
  3. Specify the minimum system requirements for Brightspace: the most recent browser version of Google Chrome or Mozilla Firefox is recommended for Brightspace use. Microsoft Edge, Apple Safari, and Internet Explorer are NOT supported and will lead to issues.

### Course Grading

* 1. You can choose between a percentage-based or points-based grading system, depending on your personal preference, number and types of assignments, etc. Feel free to consult OTLE to determine what grading system would work best for you.
  2. Nursing and Education have their own prescribed grading scales. Otherwise, you are generally allowed to determine your own grading scale, including whether or not to use + and – letter grades. MSU-N does not distinguish between A+ and A in GPA calculations.

### Resources for Students

* 1. This sample syllabus contains language for the Accessibility Statement, Veterans Statement, Inclusivity Statement, Tutoring Statement, and Brightspace Technical Support. An Accessibility Statement is required.
  2. Feel free to use these student resource paragraphs in your syllabus.

## Guidelines for Accessible Documents

Every effort should be made to ensure that all instructional materials, including course syllabi, comply with accessibility guidelines. Please make sure that you have done the following:

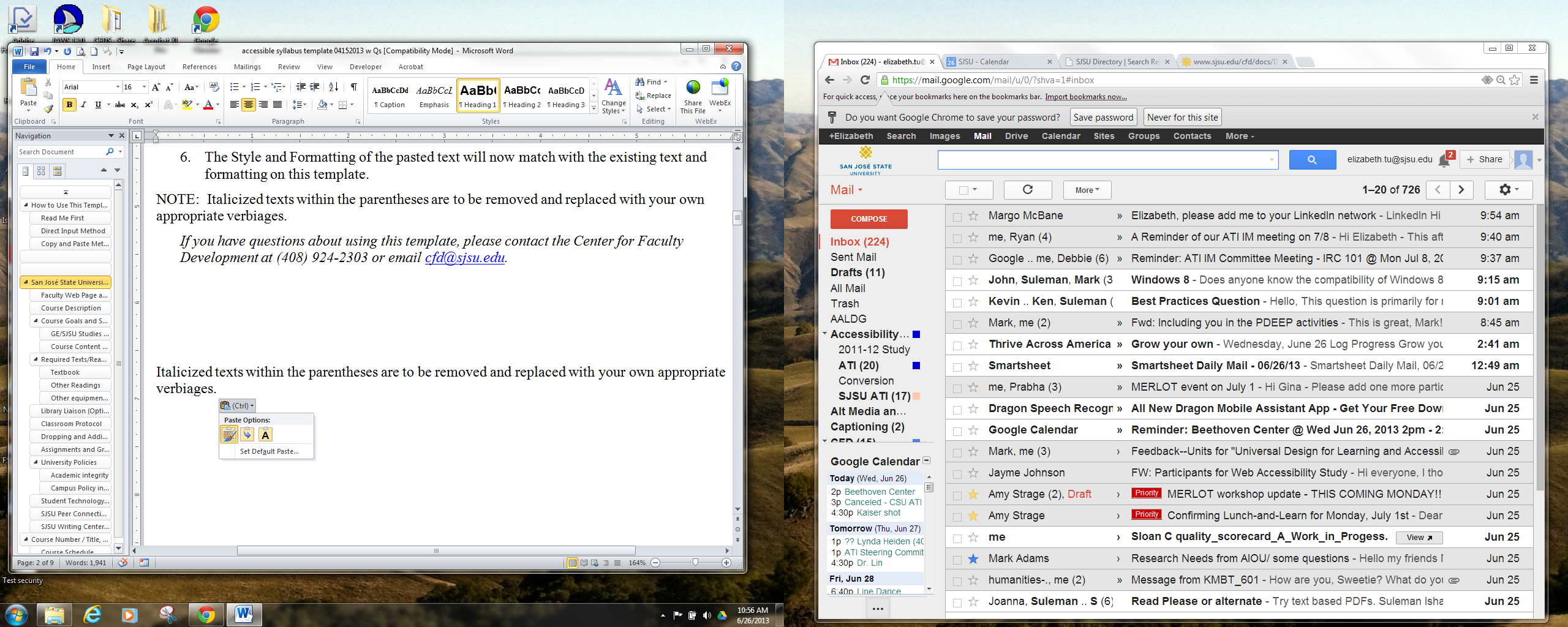
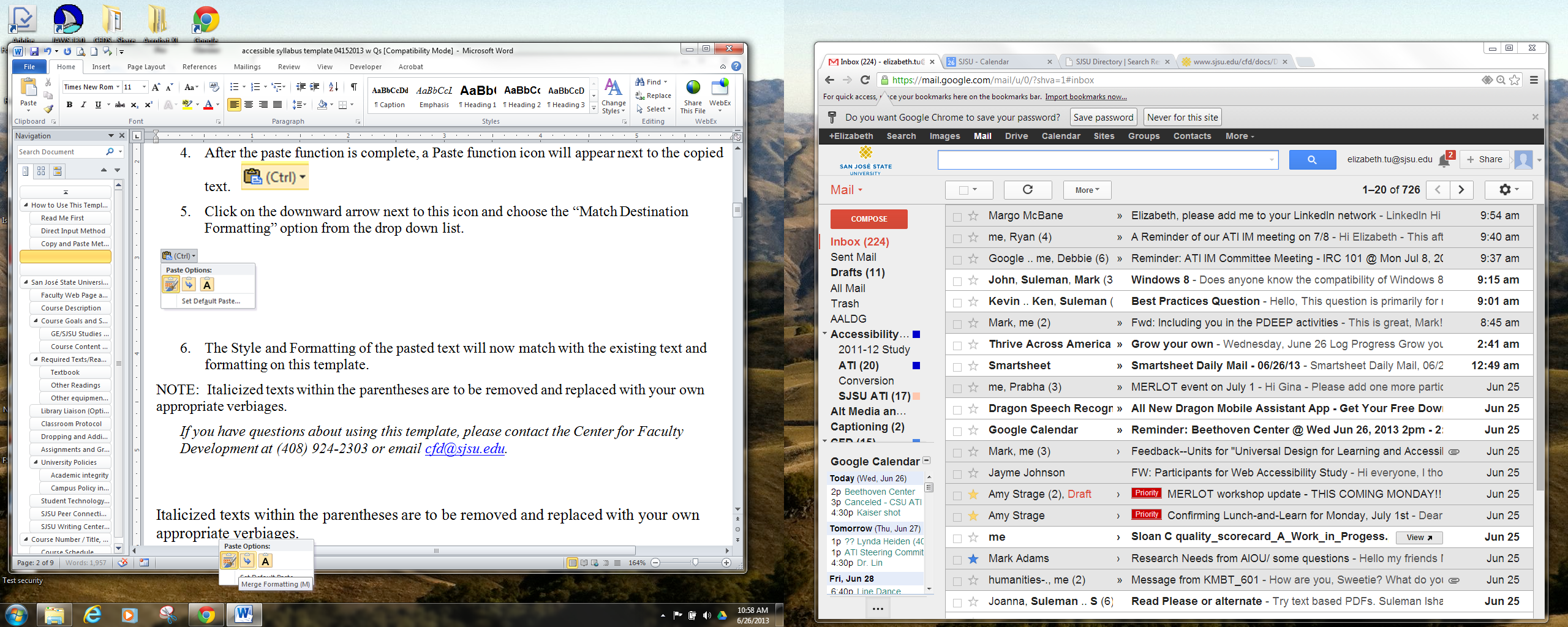
1. Include structure by using [heading style feature in Word](https://support.office.com/en-us/article/Use-styles-in-Word-Online-EC9B0F9E-A4AE-43A1-B861-DD50747410BB) or [using a built-in layout in Powerpoint](https://support.office.com/en-us/article/Apply-or-change-a-slide-layout-158E6DBA-E53E-479B-A6FC-CAAB72609689). Do not use a blank layout and modify fonts manually.
2. Provide meaningful alternative text or description to explain your key message in any non-text graphics, charts, images, photos, text boxes, or objects.
3. Use link text for URL’s (see above for example “heading style feature in Word”), do not put links directly in your syllabus, e.g. <https://support.office.com/en-us/article/Use-styles-in-Word-Online-EC9B0F9E-A4AE-43A1-B861-DD50747410BB> If there is a reason to put a URL directly in your syllabus use a tool such as [tiny URL](https://tinyurl.com/) to abbreviate the link text.
4. Note the logical reading order of the screen reader is to read information from left to right and from top to bottom, one line at a time. If you use the “Table” function to organize your information, do not nest tables within a table and repeat header row information if your table extends more than one page. Instructions on how to do this can be found on [Penn State’s accessibility page](http://accessibility.psu.edu/tables/).

There are two methods to use this template to create your accessible syllabus.

## Copy and Paste Method

You can transfer text from your existing syllabus to this template with the Copy and Paste functions in Word.

1. Save this template on your desktop.
2. Open both your existing syllabus and this template in Word.
3. Copy the text from your existing syllabus.
4. Highlight the corresponding text or location on this template that you want to replace and paste your copied text over the highlighted text on this template.
5. After the paste function is complete, a **Paste Options** icon will appear next to the copied text. A paste options icon will appear after you finish pasting copied text
6. Click this **Paste Options** icon and choose the middle icon, “Merge Formatting” option. The Style and Formatting of your pasted text will now match with the existing text and formatting on this template.

## Direct Input Method

1. Save this template on your desktop.
2. Highlight the text that you want to change and type directly over it. Text in the template will be replaced.
3. Modify or remove footer information as necessary.

NOTE: PLEASE REMOVE TEXT BELOW THAT IS ITALICIZED AND HIGHLIGHTED IN GRAY AND REPLACE IT WITH YOUR OWN APPROPRIATE WORDING OR DELETE THE SECTION IF NOT APPLICABLE.

# Montana State University—Northern Course Title, Number, Section,

# Semester, Year

## Course and Contact Information

|  |  |
| --- | --- |
| **Instructor**: | (Your name) |
| **Office** **Location**: | (Building and room number) |
| **Telephone**: | (area code) (telephone number) |
| **Email**: | (Your email address) |
| **Office Hours**: | (Days and time) |
| **Class Days/Time**: | (Days and time) |
| **Classroom**: | (Building and room number, or your online course web address) |
| **Prerequisites**: | (Delete this row if not applicable) |

## Course Description

Insert a verbatim course catalog description from www.msun.edu/registrar/catalogs.aspx. Indicate any course prerequisites. Consider providing an additional “Course Purpose” section with information about what type of course it is (e.g. lab, studio, discussion-based seminar, multidisciplinary, etc.) and the purpose of the course in your own words.

## Course Objectives / Guiding Questions / Learning Outcomes

For existing courses, objectives/outcomes have already been determined and approved. Check with your college chair for the most recent syllabus or curriculum committee documentation. Also see ccn.mus.edu/search/ for guidance. Objectives should describe the knowledge and skills your students be able to demonstrate as a result of successfully completing the course.

FOR EXAMPLE Upon successful completion of this course, students will be able to:

1. Insert learning outcome 1
2. Insert learning outcome 2, etc.

## Required Texts/Readings/Materials

### Textbook

Insert your complete textbook citation here. Include ISBN and information about where students can buy or access the text.

### Other Readings

Insert the list of any additional readings here and specify where they can be found.

### Other technology requirements / equipment / material

Include, if applicable.

## Course Requirements and Assignments

Insert descriptions of course requirements and assignments here. Explain how course requirements, reading materials, learning activities, and assignments contribute to or are aligned with course learning outcomes. Include information about general expectations, roles and responsibilities of the students, due dates and assignment weights.

## Student Responsibilities

Describe briefly what students will be required to do to prepare for class on a daily or weekly basis. Include brief descriptions of major projects or assignments. For lab courses, this may include a section on safety expectations as well.

## Class Participation

Describe the function of student participation within the course, as well as your expectations for how students should participate in class. This information should include whether participation and attendance are required, how they are assessed, etc.

## Brightspace

If you plan on using Brightspace for any course activities or administration, you should specify what it will be used for and what you expect students to do in Brightspace. Feel free to use the Brightspace language included above.

## Grading Information

You can choose between a percentage-based or points-based grading system, depending on your personal preference, number and types of assignments, etc. Feel free to consul OTLE to determine what grading system would work best for you. This is a good place to provide:

* A statement of how grades will be determined for the course, including +/- grades if they are used.
* Extra credit options, if available.
* List of the percentage weight assigned to various class assignments.
* Penalty (if any) for late or missed work.

## Grade Distribution/ Determination of Grades

* Category 1: **% of total grade / XXX points**
* Category 2: **% of total grade / XXX points**
* Category 3: **% of total grade / XXX points**
* Category 4: **% of total grade / XXX points**

## Grading Scale

A 100-90% D 69-60%

B 89-80% F 59 and under%

C 79-70%

## Course Policies

## Attendance Policy

If attendance will be required, indicate the number of classes that may be missed without a penalty, as well as the penalties that accrue thereafter. Policies on tardiness and make-up classes may be useful as well.

## Late work, missed exams or quizzes

Will you accept work turned in after the assignment deadline? For how long past the deadline? Will there be a grade penalty for late work?

## Academic integrity and misconduct

As an instructor, you have significant discretion when it comes to how academic integrity is enforced in your course. You should clearly describe penalties in your course for academic misconduct. Section 600 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions or facilitating others’ misconduct. For more information, read Policy 601.2: Academic Misconduct: https://www.msun.edu/admin/policies/600/601-2.aspx. Possible sanctions for academic misconduct range from an oral warning to failing an assignment, failing the class, or expulsion from the university.

## Resources for Students

## Accessibility Statement

As directed by Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA), any students with physical or learning disabilities have access to a variety of services at MSU-Northern. In order to access these services, students are encouraged to meet with the Accessibility Resource Coordinator, Johnna Antonich. During the meeting, the student will complete an application, provide documentation of their disability (an IEP from high school, any Veteran or DV, and/or clinical documentation from a licensed professional), and complete accommodations request forms for their courses.

Johnna Antonich, Coordinator of Accessibility Resources

Cowan Hall 213C, 265-3533

[johnna.antonich@msun.edu](mailto:johnna.antonich@msun.edu)

## Veterans Statement

Veterans, Drilling Guard/Reserve Members, and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance, if possible, to the instructor.

The MSU-Northern Office of Veteran Services is committed to serving all the needs of our veterans and assisting them during their transition from military life to that of a student. If you are a student veteran or veteran dependent and need any assistance with your transition, please contact Katelyn Springer, the coordinator of Veteran Services at MSU-Northern.

Katelyn Springer, Veterans Services Coordinator, Cowan Hall 220, 406-265-3716  
[katelyn.springer@msun.edu](mailto:katelyn.springer@msun.edu)

**Inclusivity Statement**

I support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. I expect that students, faculty, administrators and staff at MSUN will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own.

Tutoring Central  
Tutoring Central offers professional and peer tutors in a wide range of disciplines, all approved by MSUN faculty. To request tutoring, please visit [www.msun.edu/tutoring/index.aspx](http://www.msun.edu/tutoring/index.aspx) to schedule a tutoring appointment or e-mail [tutoring@msun.edu](http://www.msun.edu/tutoring/index.aspx) and you will be placed with a tutor who specializes in your requested subject area if one is available.

Brightspace Technical Support  
This course uses the Brightspace Learning Management System for course content, communication, and grading. Email [brightspace@msun.edu](mailto:brightspace@msun.edu) or contact Jason Geer or Brittany Garden in the Office of Teaching & Learning Excellence for Brightspace support.

Jason Geer Brittany Garden

Cowan Hall 104, 265-3767 Cowan Hall 104, 265-3701

[jason.geer@msun.edu](mailto:jason.geer@msun.edu) [brittany.garden@msun.edu](mailto:brittany.garden@msun.edu)

Class Schedule  
Include dates you plan to cover specific topics or readings, due dates for major assignments or exams, and the due date for the final exam. You can find the Finals schedule on the [MSUN academic calendar](https://www.msun.edu/academics/acad-cal.aspx) and [Registrar’s page](http://www.msun.edu/registrar/catalogs.aspx).

Course Number / Title, Semester, Course Schedule

*List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available. Delete any rows below not in use.*

## Course Schedule

| **Week** | **Date** | **Topics, Readings, Assignments, Deadlines** |
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| Final Exam |  | Venue and Time |