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TENNESSEE TECH UNIVERSITY

NAME OF THE DEPARTMENT

COURSE NUMBER-SECTION AND COURSE TITLE

DATES, TIME, CLASSROOM, NUMBER OF CREDIT HOURS, SEMESTER

INSTRUCTOR INFORMATION

Instructor's Name:

Office:

Telephone Number:

Email: *(You may include the timeframe in which you will respond to your email. Once a day, regularly throughout business hours, within 12 hours/24 hours, etc.)*

OFFICE HOURS

COURSE INFORMATION

PREREQUISITES (IF APPLICABLE)

TEXTS AND REFERENCES

Required:

References (if applicable):

COURSE DESCRIPTION

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES

MAJOR TEACHING METHODS

(e.g. lectures, labs, demonstrations, discussion, reading, or written assignments, etc.)

SPECIAL INSTRUCTIONAL PLATFORM/MATERIALS

(e.g. iLearn, laptop, etc.)

## TOPICS TO BE COVERED

- Topic to be covered
- Topic to be covered...
- If you need two columns, type your content and then select the content to divide into columns and choose the Layout tab above – Columns – Two.
- Do not tab over or use spaces, the additional information will be ignored by screen readers.

## GRADING AND EVALUATION PROCEDURES

### GRADING SCALE (IF APPLICABLE)

Letter Grade	Grade Range
A	xx-xx
B	xx-xx
C	xx-xx
D	xx-xx
F	xx and below

## COURSE POLICIES

### STUDENT ACADEMIC MISCONDUCT POLICY

Maintaining high standards of academic integrity in every class at Tennessee Tech is critical to the reputation of Tennessee Tech, its students, alumni, and the employers of Tennessee Tech graduates. The Student Academic Misconduct Policy describes the definitions of academic misconduct and policies and procedures for addressing Academic Misconduct at Tennessee Tech. For details, view the Tennessee Tech's Policy 217 – [Student Academic Misconduct at Policy Central](#).

### ATTENDANCE POLICY

***(Any additional information the instructor may wish to include. Remove this line.)***

### CLASS PARTICIPATION

### ASSIGNMENTS AND RELATED POLICY

### DISABILITY ACCOMMODATION

Students with a disability requiring accommodations 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 the Tennessee Tech's Policy 340 – [Services for Students with Disabilities at Policy Central](#).

## COVID – 19

1. Students must take personal responsibility in following the recommended CDC COVID-19 guidelines. Students are expected follow all COVID-19 directives published by Tennessee Tech including, but not limited to, notices on Tennessee Tech's webpage, building and facilities signage, and similar publications. The university's Return to Campus Student Handbook can be found at <https://www.tntech.edu/return/index.php>.
2. According to Tennessee Tech University's protocols, face coverings must be worn (covering the mouth and nose) by students in the classroom at all times.
3. Students must abide by predetermined social distancing guidelines and seating arrangements. Movement during class sessions should be limited as to not endanger other students or faculty. Students should be conscious and respectful of others and their health concerns.
4. Students who refuse to comply with university protocols on these matters will be reported to the Tennessee Tech Dean of Students.
5. Students should direct all requests for excused class absences related to COVID-19, regardless of where the COVID-19 testing is performed, to Tennessee Tech's Health Services. The Office of Student Affairs will provide notifications to faculty members of student absences and the expected length of the absence.